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STATE
OF
MONTANA

DEPARTMENT OF HIGHWAYS

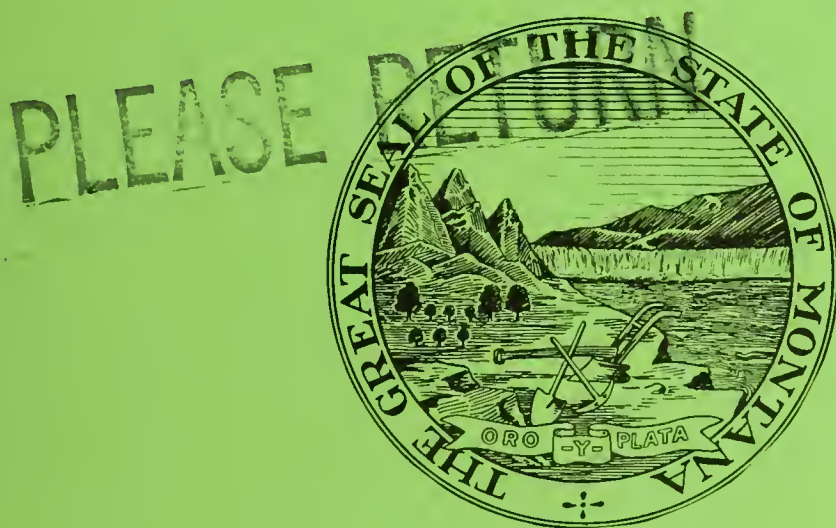
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EQUAL EMPLOYMENT OPPORTUNITY

**AFFIRMATIVE
ACTION PLAN**



February 1, 1978

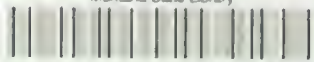
Approved by:
FHWA & STATE EEO

Prepared by:
Department of Highways
Labor & EEO Bureau

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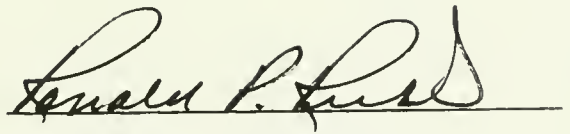


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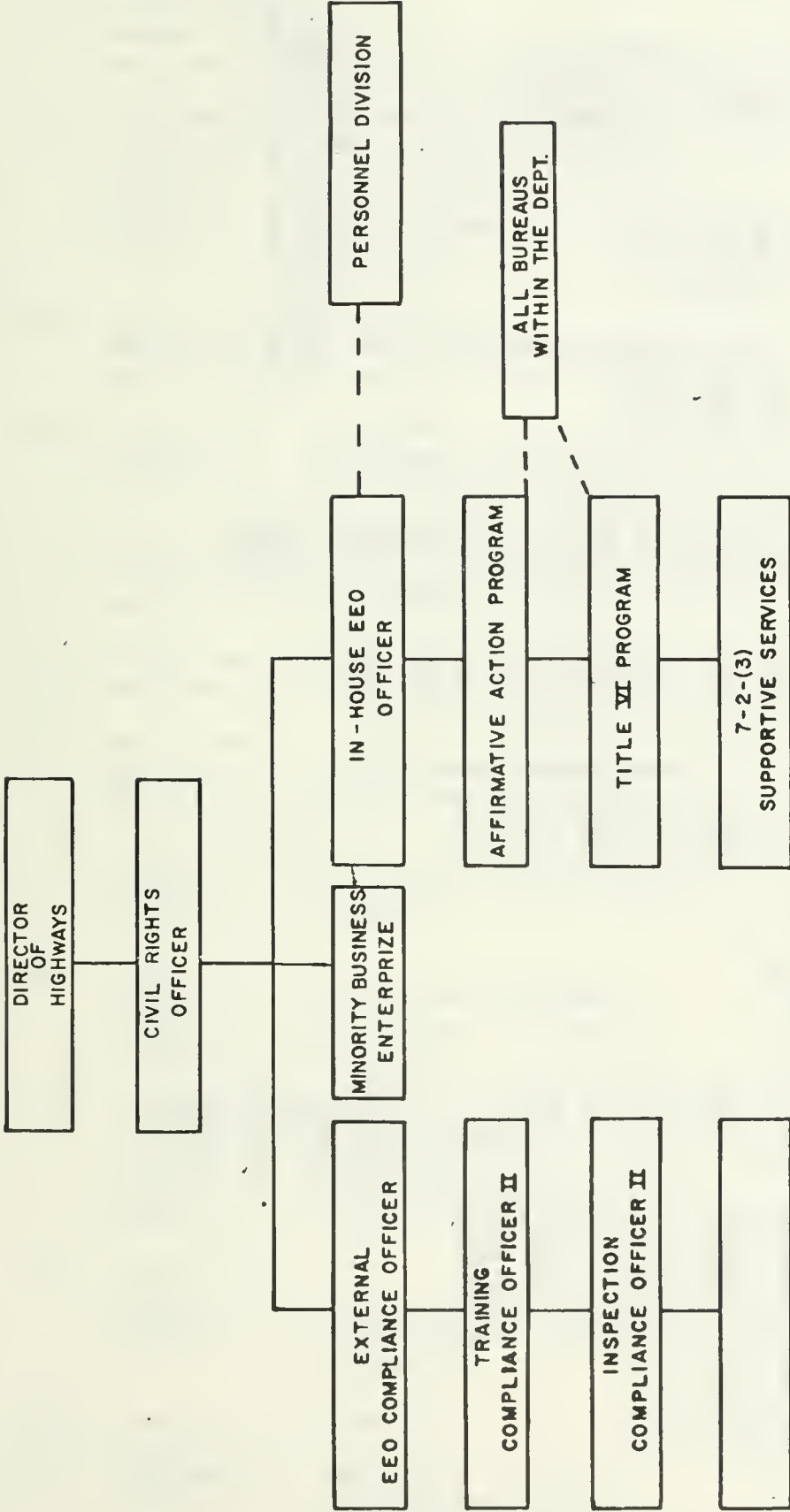
MONTANA DEPARTMENT OF HIGHWAYS

AFFIRMATIVE ACTION PLAN

AUGUST 2, 1976

A handwritten signature in dark ink, appearing to read "Ronald P. Richards", is written over a horizontal line.

RONALD P. RICHARDS
DIRECTOR OF HIGHWAYS



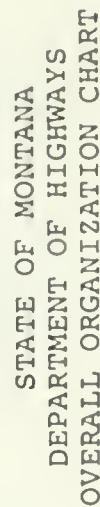


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INTRODUCTION

Equal opportunity in employment is a fundamental right of all citizens and a responsibility of employers under State and Federal Laws. The Department of Highways is committed to insuring equal employment opportunity in an affirmative and active manner as specified in Gubernatorial Executive Order 8-73 and in accordance with the Constitution of the State of Montana (Article II, Sections 3 and 4; Article X, Section 7); the Montana Human Rights Act of 1974, as amended, (Section 64-301 to Section 64-315, R.C.M. 1947); the Montana Code of Fair Practices Act of 1975 (Section 64-316 to Section 64-330, R.C.M. 1947); Title VII of the Civil Rights Act in Executive Order 11246 of 1964, as amended in Executive Order 11375 of 1972; the Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967; and the Rehabilitation Act of 1973, as amended. With The Affirmative Action Plan which follows, the Department of Highways pledges its continued support for these State and Federal Laws, rules and regulations covering nondiscrimination in employment.

DEFINITIONS

The following definitions shall apply for purposes of this Affirmative Action Plan:

1. "Affected Class" - refers to those groups of people who have suffered and continue to suffer effects of past discrimination. This includes, but is not limited to persons in the following categories: race, color, national origin, religion, sex, age, physically or mentally handicapped, ex-offenders, public assistance recipients, or those discriminated against because of their marital status or political beliefs.
2. "Employee" - means any individual regularly employed by an agency on a part or full-time basis, or an applicant for said positions.
3. "Director of Highways" - means the highest ranking officer and chief administrator of this agency, responsible for all functions within the agency.
4. "Agency" - is the Montana Department of Highways
5. "Civil Rights Officer" - is the person designated by the Director of Highways to coordinate the entire civil rights functions both internally and externally and to keep the Director apprised of day to day activities.
6. "Equal Employment Opportunity Officer" - refers to the person, under the supervision of the Civil Rights Officer, responsible for coordinating and implementing the agency's Affirmative Action Plan in conjunction with requirements established by the Equal Employment Opportunity Bureau.
7. "Good Faith Effort" - means that every reasonable effort has been undertaken to meet the goals and timetables established in the Affirmative Action Plan.
8. "Bona Fide Occupational Qualification" (BFOQ) - refers to an exception to the discrimination provisions upheld by Equal Employment Opportunity laws. A BFOQ may permit an employer to discriminate where a job requires certain restrictions on qualifications that are essential to the accomplishment of the job.
9. "Affirmative Action" - means steps taken to remedy the inadequate and inequitable practices and patterns that have been identified.

1. AGENCY SUPPORT
Section 1

Basic Policy Statement

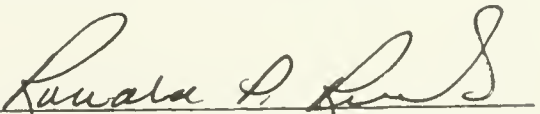
It is the policy of the Department of Highways to provide equal employment opportunities for all persons regardless of race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status and sex. To this end, we are implementing and will sustain a deliberate effort to equalize employment opportunities for minorities and women at all levels and in all segments of the Department's work force.

Affirmative action to eliminate discrimination on the above named basis (except where sex, ex-offender status, physical or mental handicap, religion, age, and national origin constitute a bona fide occupational qualification) includes, but is not limited to, employment, recruitment, advertising, hiring, transfer, promotion, demotion, training, compensation, benefits, layoff, terminations and conditions of employment. All applicants for Department employment will be recruited from the available labor market and employed in accordance with each person's qualification and abilities.

As the Director, I delegate to all Supervisory Personnel the responsibility to assure implementation of a viable affirmative action program.

Equal employment opportunity, like all Department goals, can only be reached with the active cooperation and support of every Department employee. Thus, all employees are held responsible for helping to assure the success of our affirmative action program.

February 1, 1978
Date


RONALD P. RICHARDS
Director of Highways

II. ASSIGNMENT OF RESPONSIBILITIES

Section 1. The Director of Highways

The Director accepts ultimate responsibility for assuring equal employment opportunity within the Department and for implementing the Affirmative Action Plan. The Director will insure that affirmative action encompasses all aspects of the Department's operation, including, but not limited to: recruitment, selection, orientation training and complaint-resolution. The Director will further insure a good faith effort in the achievement of employment goals and the upgrading of affected class members within the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. A Department EEO Officer (affirmative action officer) will be appointed and identified in writing to the State EEO Bureau and FHWA.	Director of Highways	December 19, 1976
2. A work plan of action for development of the Department's Affirmative Action Plan will be submitted to the State EEO and FHWA.	Director of Highways	December 29, 1976
3. The Affirmative Action Plan will be reviewed and submitted to the EEO Bureau, Human Rights Division and FHWA.	Director of Highways, Civil Rights Officer, and EEO Officer	August 2, 1976

Section 2. Civil Rights Officer

The Civil Rights Officer is responsible for assuring EEO Concepts in all personnel procedures, and dissemination of specific affirmative action information. In addition it is the responsibility of the Civil Rights Officer to implement affirmative action in recruitment procedures and in external communications with community, minority, and women's groups. The Civil Rights Officer will consult with the EEO Officer and otherwise participate in the preparation of the semi-annual program assessment.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Keep an attendance list of all staff meetings involving affirmative action orientation, review, and training sessions.	Civil Rights Officer	June 1, 1977
2. Maintain affirmative action personnel records and documentation (Specific records and documentation noted throughout plan.	Civil Rights Officer	Initiate June 1, 1977
3. Write the Mission Statement of Responsibility for development and implementation of Affirmative Action Plan.	Civil Rights Officer	May 1, 1977

Section 3. The Equal Employment Opportunity Officer

The EEO Officer is responsible for developing and implementing the Department's Affirmative Action Plan; in order to do so effectively, the EEO Officer has been delegated the necessary authority by the Director of Highways through the Civil Rights Officer. The EEO Officer is responsible for coordinating the Department's cooperation with and providing information to the State EEO Bureau and Federal Highway Administration under Transmittal 202.

Minimal Qualifications - Administrative knowledge of Affirmative Action Plans, Civil Rights laws, and functions of the various bureaus and divisions within the Department of Highways. This administrative knowledge is applicable to EEO, the rights of minorities, women and of training methods and procedures. Ability to establish and maintain effective working relationships with employees, other agencies and the public; to communicate effectively verbally and in writing with minorities, women and other groups. The education is a Bachelor's Degree in Social or Behavioral Sciences field with two years of related civil rights experience involving research and organizational data, or any equivalent combination of education and experience.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Review the Affirmative Action Plan for initial submission to the State EEO Bureau and FHWA.	EEO Officer Director of Highways Civil Rights Officer Personnel Administrator	April 15, 1977
2. Maintain Affirmative Action records and documentation. (Specific records and documentation are noted throughout the Plan.)	EEO Officer	June 1, 1977
3. Update Affirmative Action Plan and inform employees of changes made. (Post on bulletin board.)	EEO Officer	on-going

Section 4. Division Administrators and Supervisory Personnel:

All Administrators, Supervisors, Managers will be familiar to promote the Department's Affirmative Action Program and clearly understand their job responsibilities for equal employment opportunity and assuring the success of affirmative action. They shall promote the purposes of the program within their specific bureaus and divisions throughout the Department.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Attend initial and subsequent meetings where the Affirmative Action Program, its basis, goals and implementation will be discussed, such as Division EEO meetings and construction seminars. Provide input, suggestions or questions on the Affirmative Action Program.	Division Administrators and Supervisors	July 1, 1977

Follow-up

The Civil Rights Officer will keep an attendance list for all staff meeting involving affirmative action orientation, review, and training sessions.

III. DISSEMINATION OF POLICY

Section 1. Internal Dissemination

Goal: To insure that all employees are fully informed of equal employment opportunity obligations and of the intent and implementation of Affirmative Action Program.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Copies of the Policy Statement and the EEO Complaint Procedure will be distributed to all Department employees; the EEO Officer's name and telephone number will be included.	Director of Highways	July 1, 1977
2. The Policy Statement and EEO Complaint Procedure will be permanently posted on all appropriate bulletin boards and in all employee lounge areas; the EEO Officer's name and telephone number will be included.	EEO Officer	July 1, 1977
3. The Government printing office posters "EEO Is The Law", "Age Discrimination" and "Handicapped" will be permanently posted on all appropriate bulletin boards and in all employee lounge areas.	EEO Officer	on-going
4. Special meetings will be held in conjunction with Division staff meetings through which all employees will be informed about Affirmative Action Plan.	EEO Officer	July 11, 1977
5. Employees will be encouraged, through the Division meetings, to approach their supervisors, Civil Rights Officer, or the EEO Officer concerning any questions or suggestions regarding affirmative action.	EEO Officer	July 11, 1977

- | | | | |
|----|--|------------------------------------|---|
| 6. | The entire Affirmative Action Plan will be made available to all employees through the Division Administrators, Bureau Chiefs, section heads, EEO Officer and the Civil Rights Officer. Field employees will receive a personal copy of the Plans, Policy Statement, Definition of Authority, Complaint Procedure and Goals. | EEO Officer | July 1, 1977 |
| 7. | All new employees will receive a copy of the Policy Statement and the Complaint Procedure, a thorough orientation to the Affirmative Action Program and information on obtaining the complete Plan. | EEO Officer and Direct Supervisors | Within ten days of employment or 30 days if in the field. |
| 8. | All supervisory and personnel office employees will attend periodic meetings where the Affirmative Action Program, its basis, goals and implementations will be reviewed and discussed. These meetings will be held in conjunction with the preparation and review of the Semi-Annual Affirmative Action Status Report. | EEO Officer | November 15, 1976
and
6-month intervals |
| 9. | All employees involved with the recruitment process shall receive training in the objectives of EEO, the purpose and spirit of affirmative action, and the techniques of locating and recruiting potential affected class employees. | EEO Officer | November 15, 1976
and
6-month intervals |

Follow-up

The Civil Rights Officer shall keep an attendance list for all staff meetings involving affirmative action orientation, review and training sessions.

Section 2. External Dissemination

Goal: To insure that all relevant community organizations, minority and women's groups are aware of the Department's policy of equal employment opportunity.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Upon initial contact and with subsequent contacts for referral and recruitment purposes, listed in appendix 4, external organizations shall receive a copy of the Policy Statement.	Civil Rights Officer	Upon Program Approval
2. The phrase "Equal Employment Opportunity/Affirmative Action Employer" will be included on the Department's letterhead Stationery.	Civil Rights Officer	Upon next re-order of stationery.
3. Personnel policy and procedures are presented at public hearings prior to implementation.	Personnel Administrator On-going and Civil Rights Officer	

Follow-up

The Civil Rights Officer will utilize the list of all external organizations contacted for referral and recruitment purposes.

D. EMPLOYMENT DATA AS OF ~~JUNE 30~~ July 19, 1976

(Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY (In Thousands) (000)	MALE						FEMALE					
		WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER	WHITE	BLACK	SPAN SURNAME AMER	ASIAN AMER	AMER IND	OTHER
		A	B	C	D	E	F	G	H	I	J	K	L
OFFICIALS ADMINISTRATORS	1 \$ 0 1 3 9												
	2 4 0 5 9												
	3 6 0 7 9												
	4 8 0 9 9												
	5 100 12 9	1											
	6 130 15 9	43											
	7 160 24 9	62						1					
	8 250 PLUS	6											
PROFESSIONALS	9 0 1 3 9												
	10 4 0 5 9												
	11 6 0 7 9												
	12 8 0 9 9												
	13 100 12 9	28				1		2					1
	14 130 15 9	143			1	1	2	4					
	15 160 24 9	84				2							
	16 250 PLUS												
TECHNICIANS	17 0 1 3 9												
	18 4 0 5 9												
	19 6 0 7 9	6						1					
	20 8 0 9 9	79	1	1	1	4		11					
	21 100 12 9	283				7		21					
	22 130 15 9	205			1	4	1	3					
	23 160 24 9												
	24 250 PLUS												
PROTECTIVE SERVICE	25 0 1 3 9												
	26 4 0 5 9												
	27 6 0 7 9	1											
	28 8 0 9 9	1											
	29 100 12 9	43						2					
	30 130 15 9												
	31 160 24 9												
	32 250 PLUS												
PARA- PROFESSIONALS	33 0 1 3 9												
	34 4 0 5 9												
	35 6 0 7 9												
	36 8 0 9 9												
	37 100 12 9												
	38 130 15 9												
	39 160 24 9												
	40 250 PLUS												
OFFICE/ CLERICAL	41 0 1 3 9												
	42 4 0 5 9							1					
	43 6 0 7 9	6						54				2	
	44 8 0 9 9	8				1		55				1	
	45 100 12 9	9						8					
	46 130 15 9												
	47 160 24 9												
	48 \$ 250 PLUS												

113

269

629

47

145

D. EMPLOYMENT DATA AS OF ~~JUNE 30, 1975~~ July 19, 1976 (cont'd)
 (Do not include elected/appointed officials. Blanks will be counted as zero)

1. FULL TIME EMPLOYEES (Temporary employees not included)

JOB CATEGORIES	ANNUAL SALARY (In thousands 000)		MALE						FEMALE						
	WHITE	BLACK	SPAN SURNAM AMER	ASIAN AMER	AMER IND	OTHER	WHITE	BLACK	SPAN SURNAM AMER	ASIAN AMER	AMER IND	OTHER			
	A	B	C	D	E	F	G	H	I	J	K	L			
SKILLED CRAFT	49 \$ 0139														
	50 4059														
	51 6079														
	52 8099														
	53 100129	21				1									
	54 130159	254		1		16									
	55 160249														
	56 250 PLUS														
SERVICE MAINTENANCE	57 0139														
	58 4059														
	59 6079	1													
	60 8099	18													
	61 100129	309		2		13		1							
	62 130159	7													
	63 160249														
	64 \$ 250 PLUS														
TOT FULL TIME		COL TOTALS													
1844		→	1618	1	4	3	50	3	164	0	0	0	3	1	1844

2. OTHER THAN FULL TIME EMPLOYEES (Include temporary employees)

1 OFFICIALS ADMIN														
2 PROFESSIONALS														
3 TECHNICIANS		256	2			8		35	1				2	30
4 PROTECTIVE SERV														
5 PARA PROFESSIONAL														
6 OFFICE CLERICAL		4						12		1			1	1
7 SKILLED CRAFT														
8 SERV MAINT		55				2		15					6	70
TOTAL OTHER														
COL TOTALS														
401 →		315	2			10		62	1	1			9	1 40

3. NEW HIRES DURING FISCAL YEAR Permanent full time only
 (Omit this section in 1973)

1 OFFICIALS ADMIN													
2 PROFESSIONALS													
3 TECHNICIANS													
4 PROTECTIVE SERV													
5 PARA PROFESSIONAL													
6 OFFICE CLERICAL													
7 SKILLED CRAFT													
8 SERV MAINT													
TOT NEW HIRES	COL TOTALS												
	→												

Section 2. Extent of Under-Utilization

The number of minority employees currently employed by the Department of Highways in each major job classification is shown on the previous page in EEO-4 format. The data shown reflects the composition of the current work force as of June 30, 1976.

The percentages below are of minority and women employees currently employed in each major job category. The percentage listed below is the percentage to the total within the job category.

FULLTIME

Officials/Administrators:	113	Para-Professionals:	0
Minority	.00%	Minority	.00%
Women	.88%	Women	.00%
Professionals:	269	Office/Clerical	145
Minority	2.97%	Minority	2.76%
Women	2.61%	Women	83.45%
Technicians:	629	Skilled Craft:	293
Minority	3.18%	Minority	6.14%
Women	5.72%	Women	.00%
Protective Services	47	Service/Maintenance	351
Minority	.00%	Minority	4.27%
Women	4.25%	Women	.28%

NOT FULL TIME

Technicians	304	Service/Maintenance	78
Minority	4.30%	Minority	10.30%
Women	12.50%	Women	26.90%
Office/Clerical	19		
Minority	15.80%		
Women	78.90%		

Women comprise 50.2% of Montana's total population. There are 37.0% women in Montana's work force. The minorities in Montana's work force are 19.6% (percentage of the minority group by sex is not available).

The average unemployment for affected classes is listed below:

Women	7.5%
Native American Females	17.3%
Native American Males	19.5%
Blacks	5.0%
Hispanic	5.4%

The average unemployment rate for the first half of 1976 for the entire populus of Montana is 8.6%.

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EO-4 JOB CATEGORY- Officials & Administrators										JOB FAMILY NUMBER- 1									
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET--25,286										**NOW EMPLOYED BY AGENCY-- 113									
DATE 7/19/76										MINORITY--TOTAL MALE AND FEMALE									
CIRCLE AVAILABILITY SOURCE: STATE-- ~~NATIONAL~~ Table 172 + Nat. Amer. Stats.										STATE-- ~~NATIONAL~~ Table 172 + Nat. Amer. Stats.									
AVAILABILITY CLASSIFICATION USED: Managers and Administration (except) Farm										FEMALE									

ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS		*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED	NO.	%	NO.	%	% AVAILABLE MINUS % NOW EMPLOYED		
1-WHITE	19	.08%	0	0 %	-.08 %	4905	19.00 %	1	.38 %	-18.12 %		
2-BLACK	182	.72%	0	0 %	-.72 %	4	.02 %	0	0 %	-.02 %		
3-SPANISH AMERICAN	30	.32%	0	0 %	-.32 %	33	.13 %	0	0 %	-.13 %		
4-NATIVE AMERICAN	3	.01%	0	0 %	-.01 %	5	.02 %	0	0 %	-.02 %		
5-ASIAN AMERICAN	3	.01%	0	0 %	-.01 %	1	.00 %	0	0 %	.00 %		
6-OTHER	287	1.14%	0	0 %	-.01 %	4849	19.17 %	1	.88 %	.00 %		
7-TOTAL												
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED))						-1.14 %						-18.28 %
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)						1						20
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.												

YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
MINORITIES	0	0	0	1	0
FEMALES	0	1	1	2	2

The turnover rate in 1975 was 2% or two people. Due to this low turnover rate, our reasonable goal is six female and one minority or a composite of each.

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY- Professionals		JOB FAMILY NUMBER- 2				
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY-- *AVAILABLE IN LABOR MARKET-- 9184		**NOW EMPLOYED BY AGENCY-- 269				
DATE 7/19/76	MINORITY--TOTAL MALE AND FEMALE		FEMALE			
CIRCLE AVAILABILITY SOURCE: STATE-- ~~NO DATA~~ Table 172 + Int. Amer. Stats.		STATE-- ~~NO DATA~~ Table 172 + Int. Amer. Stats.				
AVAILABILITY CLASSIFICATION USED: Professionals & kindred workers (except) medical, social, education and artists						
ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	
	NO.	%	NO.	%	% AVAILABLE WITHIN NOW EMPLOYED	
1-WHITE						
2-BLACK	18	.19%	0	.00%	-.19%	
3-SPANISH AMERICAN	75	.91%	0	.00%	-.81%	
4-NATIVE AMERICAN	90	.93%	4	1.48%	+.50%	
5-ASIAN AMERICAN	3	.03%	1	.37%	+.34%	
6-OTHER	3	.03%	3	1.11%	+.34%	
7-TOTAL	189	2.05%	8	2.96%		
B-PRESENT UTILIZATION--LINE 7 (* AVAILABLE WITHIN LINE 7)		.51				
(NOW EMPLOYED)						
9-COMPUTE 5 YEAR GOAL BY CONVERTING * ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)		61				
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.						
YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS	
MINORITIES			1			
FEMALES	1	3	3	4	4	

The turnover rate in 1975 was 3% or 8 people. During 1975 the availability of females in this category was 22 and 38 minorities, who were taking engineering type studies. Our five year goal is 15 female in this category.

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY- Technicians		JOB FAMILY NUMBER- 3	
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET-- 6178		**NOW EMPLOYED BY AGENCY-- 629	
DATE 7/19/76	MINORITY--TOTAL MALE AND FEMALE		FEMALE
CIRCLE AVAILABILITY SOURCE: STATE-- ~~MAJOR SOURCE~~ Table 172 + Nat. Amer. Stats.		STATE-- ~~MAJOR SOURCE~~ Table 172 + Nat. Amer. Stats.	
AVAILABILITY CLASSIFICATION USED: Engineering & Science/other professionals, technical, and kindred employees			

ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS % AVAILABLE MINUS % NOW EMPLOYED	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS % AVAILABLE MINUS % NOW EMPLOYED
	NO.	%	NO.	%		NO.	%	NO.	%	
1-WHITE	15	.24 %	1	.16 %	-	1470	23.80 %	36	5.72 %	- 18.08 %
2-BLACK	60	.97 %	1	.16 %	-	27	.43 %	0	0 %	.43 %
3-SPANISH AMERICAN	160	2.59 %	15	2.38 %	-	47	.76 %	0	0 %	.76 %
4-NATIVE AMERICAN	7	.11 %	2	.32 %	+	2	.03 %	0	0 %	.03 %
5-ASIAN AMERICAN	7	.11 %	1	.16 %	+	2	.03 %	0	0 %	.03 %
6-OTHER	249	4.02 %	20	3.18 %	-	1548	25.05 %	36	5.72 %	- 19.33 %
7-TOTAL										
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED))					- .88 %					- 19.33 %
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)										
TO-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.										
6										
121										

YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
MINORITIES	0	2	2	0	2
FEMALES	2	3	3	2	3

The turnover rate for 1975 was 7% or 44 people. This turnover is on full time employees only.

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY- Protective Service		JOB FAMILY--AVAILABLE IN LABOUR MARKET-- 2230		JOB FAMILY--AVAILABLE IN LABOUR MARKET-- 47	
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--		MINORITY--TOTAL MALE AND FEMALE		FEMALE	
DATE 7/19/76					
CIRCLE AVAILABLE SOURCE: STATE-- ~~XXXXXX~~ XXXXXX					
AVAILABILITY CLASSIFICATION USED: Protective Service Table 170 & 172 and also Native American Statistics					
ETHNIC STATUS	AVAILABLE	NON EMPLOYED	PRESENT STATUS	AVAILABLE	NON EMPLOYED
1-WHITE	0	0	0.00 %	89	2
2-BLACK	0	0	0.00 %	0	0
3-SPANISH AMERICAN	13	0	0.00 %	0	0
4-NATIVE AMERICAN	139	0	0.00 %	0	0
5-ASIAN AMERICAN	0	0	0.00 %	0	0
6-OTHER	0	0	0.00 %	0	0
7-TOTAL	151	0	0.00 %	89	2
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NON EMPLOYED))			-6.77 %		
9-COMPUTE 5 YEAR GOAL BY COVERING * ON LINE 8 1% OF A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)			3		
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.			0		
YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
PRIORITIES	0	1	1	0	1
FEMALES	NO GOAL NECESSARY				

Five per cent turnover rate in 1975 or 3 persons. The reasons are termination and retirement.

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY--		Office & Clerical		JOB FAMILY NUMBER--		5	
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--		*AVAILABLE IN LABOR MARKET--		37,204		**NOW EMPLOYED BY AGENCY--	
DATE		7/19/76		MINORITY--TOTAL MALE AND FEMALE		FEMALE	
CIRCLE AVAILABILITY SOURCE: STATE--		NATIONAL--OTHER Table 172 & Nat. Amer. Stats.		STATE--XXXXXXXXXXXXXXX Table 172 & Nat. Amer. Stats.			
AVAILABILITY CLASSIFICATION USED:		Clerical & kindred workers					

ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS
	NO.	%	NO.	%		NO.	%	NO.	%	
1-WHITE										
2-BLACK	61	1.16 %	0	.00 %	- .16 %	27,936	75.09 %	118	81.38 %	+ 6.29 %
3-SPANISH AMERICAN	729	1.96 %	0	.00 %	- 1.96 %	50	.13 %	0	.00 %	- .13 %
4-NATIVE AMERICAN	735	1.98 %	4	.00 %	+ .78 %	152	.41 %	0	.00 %	- .41 %
5-ASIAN AMERICAN	27	.07 %	0	.00 %	- .07 %	562	1.51 %	3	2.07 %	+ .56 %
6-OTHER	27	.07 %	0	.00 %	- .07 %	21	.06 %	0	.00 %	- .06 %
7-TOTAL	1579	4.24 %	4	.00 %	- .07 %	28,742	77.26 %	121	83.45 %	+ 6.19 %
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED))					- 1.48 %					
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL -NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)					2					
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.					0					

NEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
MINORITIES	1	1	0	0	0
FEMALES	1	NO GOAL NECESSARY			

The turnover rate for 1975 was 27% or 39 people.

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY - Skilled Craft		JOB FAMILY NUMBER - 6	
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY - AVAILABLE IN LABOR MARKET - 33,316		**NOW EMPLOYED BY AGENCY - 293	
DATE 7/19/76	PRIORITY--TOTAL MALE AND FEMALE		STATE-- ~~MALE~~ FEMALE
CIRCLE AVAILABILITY SOURCE: STATE-- ~~MALE~~ FEMALE		STATE-- ~~MALE~~ FEMALE	
AVAILABILITY CLASSIFICATION USED: Craftsmen and kindred workers			

ETHNIC STATUS	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS % AVAILABLE MINUS NOW EMPLOYED	*AVAILABLE		**NOW EMPLOYED		PRESENT STATUS % AVAILABLE MINUS NOW EMPLOYED
	NO.	%	NO.	%		NO.	%	NO.	%	
1-WHITE										
2-BLACK	83	.25%	0	.00%	-.25%	89	2.64%	0	0%	-2.69%
3-SPANISH AMERICAN	268	.80%	1	.34%	-.46%	2	.01%	0	0%	-.01%
4-NATIVE AMERICAN	588	1.76%	17	5.80%	+4.04%	7	.02%	0	0%	-.02%
5-ASIAN AMERICAN	13	.04%	0	.00%	-.04%	35	.10%	0	0%	-.10%
6-OTHER	13	.04%	0	.00%	-.04%	6	.02%	0	0%	-.02%
7-TOTAL	965	2.89%	18	6.14%	-.04%	5	.02%	0	0%	-.02%
8-PRESENT UTILIZATION--LINE 7 (* AVAILABLE MINUS LINE 7 (NOW EMPLOYED)					+ 3.25%					- 2.86%

9-COMPUTE 5 YEAR GOAL BY CONVERTING * ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE * ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)

10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.

YEARLY GOALS	1 YR.	2 YRS.	3 YRS.	4 YRS.	5 YEARS
MINORITIES	NO GOAL NECESSARY				
FEMALES	0	1	1	3	3

We do not have a turnover rate established for skilled craft workers. This rate is reflected in the entire main tenance category - job family 7.

AVAILABILITY ANALYSIS ~ GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY - Service/Job Maintenance		JOB FAMILY NUMBER - 7	
TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET-- 36,157 **NOW EMPLOYED BY AGENCY-- 351			
DATE 7/19/76	MINORITY--TOTAL MALE AND FEMALE		FEMALE
CIRCLE AVAILABILITY SOURCE: STATE-- ~~XXXXXX~~ Table 172 & Nat. Amer. Stats.		STATE-- ~~XXXXXX~~ Table 172 & Nat. Amer. Stats.	
AVAILABILITY CLASSIFICATION USED: Construction crafts, mechanic, repairmen, other craftsmen & kindred worker, misc. operator, transportation, utilities			
ETHNIC STATUS	*AVAILABLE	**NOW EMPLOYED	PRESENT STATUS
	NO.	%	NO.
1-WHITE	88	.24%	0
2-BLACK	316	.87%	2
3-SPANISH AMERICAN	629	1.74%	13
4-NATIVE AMERICAN	43	.12%	0
5-ASIAN AMERICAN	43	.12%	0
6-OTHER	1119	3.09%	15
7-TOTAL	1119	3.09%	15
8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED))	+ 1.18%		
9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)	0		
10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.	23		
YEARLY GOALS	1 YR.	2 YRS.	3 YRS.
MINORITIES	NO GOAL NECESSARY	2	2
FEMALES	1	2	2

The turnover rate for 1975 both service maintenance and skilled craft workers in 29% or 102 people. The turnover rate reflects the part-time seasonal employees with the full time. Our goals and timetables are based only on FULL TIME employment so we get a distorted analysis. Our seasonal employment in item 2 page 10 shows 8 minority persons and 21 female. Our five year goal is to be 9 full time female employees.

Section 2. Availability Study

The Analysis completed for each job category on the goals and Timetables Worksheets is based on the State of Montana as the recruitment and relevant external labor market area. Data on minority and female availability in the labor market area was drawn from Table 172 of the 1970 U. S. Census. "Native American Statistics" from the Bureau of the Census provided information on Native American availability.

The analysis revealed an underutilization of women in the Officials/administrators, Professionals, Technicians, and Skilled Craft categories. Accordingly, goals have been established to correct these areas of underutilization

Information on promotables and training opportunities is included in IX. Job Structuring and Upward Mobility.

Should the employment circumstances in the Department change sufficiently to warrant a change in the goals and timetables specified here, the Department will recommend and request approval from the State EEO Bureau for such revisions. All requests for revisions will be submitted in good faith and with a continuing commitment to the success of the Affirmative Action Program.

<u>Action Item</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. The goals and timetables established will be reviewed and more appropriate timetables established, if necessary. Any such changes will be subject to the approval of the State EEO Bureau through final approval of the Department's Affirmative Action Plan.	Director of Hwys. Civil Rights Ofcr. EEO Officer	December 12, '77

VI. GOALS AND TIMETABLES

Section 1. Goals and Timetables

	<u>Female</u>	<u>Minority</u>	<u>Target</u>
1. Officials and Administrators			
1 year	No Goal	No Goal	-----
5 years	6	1	August 30, 1981
2. Professionals			
1 year	1	No Goal	August 30, 1977
5 years	15	No Goal	August 30, 1981
3. Technicians			
1 year	2	No Goal	August 30, 1977
5 years	13	6	August 30, 1981
4. Skilled Craft			
1 year	No Goal	No Goal	-----
5 years	8	No Goal	August 30, 1981
5. Protective Services			
1 year	No Goal	0	August 30, 1977
5 years	No Goal	3	August 30, 1981
6. Office & Clerical			
1 year	No Goal	1	August 30, 1977
5 years	No Goal	2	August 30, 1981
7. Service/Maintenance *			
1 year	1	No Goal	-----
5 years	9	No Goal	-----

* The percentage of minority and female employment exceeds the percentage of the State's available market.

Total number of female and minority increase

1 year		5 years	
<u>Female</u>	<u>Minority</u>	<u>Female</u>	<u>Minority</u>
(4)	(1)	(51)	(12)

Projected Five Year Goal
Mission Statement

The below time tables and goals for minority and women are intended to be achieved in accordance with this Affirmative Action Program in the following manner by category.

YEAR	1978	1979	1980	1981	1982
Officials & Administrators					
Minorities				1	
Females		1	1	2	2
Professionals					
Minorities			1		
Females	1	3	3	4	4
Technicians					
Minorities		2	2		2
Females	2	3	3	2	3
Protective Service					
Minorities		1	1		1
Females					
Office & Clerical					
Minorities	1	1			
Females					
Skilled Craft					
Minorities					
Females		1	1	3	3
Service/Maintenance					
Minorities					
Females	1	2	2	2	2
Total over 5 years					
Minorities	1	4	4	1	3
Females	4	10	10	13	14

This goal will increase our fulltime minority and female employment as of this date - April 1977 of 1960 employees

	<u>Female</u>	<u>Minority</u>
April of 1977	179 - 9.13%	68 - 3.47%
1978	183 - 9.34%	69 - 3.52%
1979	193 - 9.85%	73 - 3.72%
1980	203 - 10.36%	77 - 3.93%
1981	216 - 11.02%	78 - 3.98%
1982	230 - 11.73%	81 - 4.13%

VII. Recruitment

Section 1. Recruitment Procedures

Goal: Broaden the recruitment efforts of the Department of Highways to reach a greater number of qualified minorities and women for potential placement throughout the agency.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Advertise all vacancies first within the agency to afford opportunity for advancement and upward mobility.	Personnel Administrator	Ongoing
2. Utilize recruitment sources, see appendix 4, to seek qualified minorities and women Including Indian Talent Bank	Personnel Administrator EEO Officer	Ongoing
3. Semi-Annual recruitment procedures will be reviewed to identify discriminatory practices.	EEO Officer	Ongoing
4. Assure that Employment Security Office will advertise and utilize minority/women sources when the Department needs their service	EEO Officer	Ongoing
5. Continuance of effort will be made for minority and female applicants to fill vacancies within the Department	Personnel Administrator	Ongoing

Follow-up:

Analyze recruitment procedures annually to determine areas of success and difficulties and give suggestions for overcoming deficiencies.

Section 2. Recruitment Literature

Goal: To insure that job announcements publications, and other recruitment literature will be acceptable to all groups and will reflect the Department's commitment to equal employment opportunity.

<u>ACTION ITEMS</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Review job announcements publications, and other recruitment literature to identify and document discriminatory language, wording, and photographs.	EEO Officer	July 1, 1977
2. Prohibit use of discriminatory language used in job announcement format and other recruitment literature. Recruitment literature will also be written in a clear, concise manner to be understandable to all job applicants.	Personnel Admin.	July 1, 1977
3. All recruitment literature will state, "An Equal Employment Opportunity/Affirmative Action Employer."	Personnel Admin.	July 1, 1977

Follow-up

The EEO Officer will document steps 1 and 2. The Administrator of Centralized Services will document step 3.

VIII. Selection Procedures

Section 1. Selection and Placement

Goal: To determine employee selection and placement solely on job related qualifications without discrimination on the basis of race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status or sex (except where sex, ex-offender status, physical or mental handicap, religion, age, and national origin are a bona fide occupational qualification).

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Employee selection will be determined by the Personnel Administrator for each hiring.	Personnel Admin.	Ongoing
2. Serious consideration will be given to work experience as well as formal education, when evaluating an applicant's qualifications.	Personnel Admin.	Ongoing

Follow-up:

The EEO Officer will periodically review all documentation in Personnel on the selection and placement procedures to identify and Divisions in which a disproportionate number of women and minorities have been rejected in the selection process. If a Division is so identified, the EEO Officer will meet with the employees responsible for hiring decisions in that Division in order to delineate problem areas and seek solutions.

Section 2. Testing

Goal: Job-related, non-discriminatory Testing Procedures

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. The Personnel Administrator will continue the present policy of using only direct job related tests such as those for typing competence, and key punch aptitude. The manager will also continue to use this system but consider potential as well as actual performance.	Personnel Admin.	Ongoing

FOLLOW UP

The Personnel Administrator will report any changes in these procedures to the EEO Officer.

IX. Job Classification

Section 1. Job Classification

Goal: To assure job classifications are based on job related criteria and part-time work opportunities within the agency are developed non-discriminately to the fullest extent possible.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. All job classifications will be reviewed to identify and correct any inaccuracies. Job classifications will continue to be made solely on job related criteria.	Personnal Admin. EEO Officer	12-6-76

Follow-up:

The Personnel Administrator will certify that all job classifications have been reviewed when the classifying is completed.

Section 2. Promotion and Transfers

GOAL: To eliminate all discriminatory barriers regarding upward mobility accomplished through promotion and transfer. Promotion and transfer decisions to be based on job-related qualifications and job requirements.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. All policies, procedures and criteria affecting promotion and transfer will be reviewed and any discriminatory barriers eliminated.	EEO Officer	12-6-76
2. All promotions and transfers will be reviewed regularly through the process of preparing and submitting the Semi-annual Status Report	EEO Officer	Initiate with first semi-annual report
3. The availability of promotable affected class employees in the agency's work force will be determined on a regular basis through the semi-annual report.	EEO Officer	Initiate with first semi-annual report; semi-annually
4. Recognize careers & qualification for professional and support personnel presently employed for available promotions	Personnel Admin & Supervisors	Ongoing

FOLLOW UP

The Personnel Administrator and EEO Officer will review career development and report to the Director when cooperation is needed.

Section 3. Training

GOAL: To assure that training opportunities are provided on an equal basis to all Department employees.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Training opportunities will be reviewed and all employees will be given equal opportunity to participate in available training programs which can assist them to develop their careers as fully as possible.	Personnel Admin	12-6-76 Ongoing
2. Successful completion of each training program will be noted in the employee's personnel file and considered during evaluations and the selection process for promotion. Employees will notify the Personnel Division of training completed.	Employee & Personnel Admin.	Ongoing
3. The availability of training opportunities and programs within and outside the department will be identified and used when possible. A list of such opportunities and programs will be maintained and updated. Employees will be notified of upcoming training opportunities sufficiently in advance to request approval of attendance and make any arrangements necessary for their absence from the office.	EEO Officer	Ongoing
4. When a vacancy is anticipated, consideration will be given to providing training for a qualifiable affected class person	Personnel Admin. EEO Officer and Supervisor	Ongoing

X. PERSONNEL ACTIONS

Section 1. Compensation

Salary levels for positions within the Department are determined by statewide classification and pay plans. The statewide salary matrix is established by the classification bureau in the Personnel Division of the Department of Administration on the basis of periodic salary surveys of other employers.

GOAL: To assure nondiscriminatory administration of the statewide pay plan within the Department.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. All job descriptions and actual functions will be compared to be sure that all jobs requiring substantially similar work are classified at the same grade level and therefore compensated at the same rate. If necessary, reclassification requests will be submitted to correct any existing inequities.	Personnel Admin.	July 1, 1977
2. A nepotism policy will be developed to allow the employment of relatives within the agency so long as one relative is not responsible for supervising, hiring, promotion, terminating or determining the rate of pay for the other relative. The State Law is (Section 59-518 through Section 59-520, RCM 1947)	Personnel Admin EEO Officer Review by Legal	1977

FOLLOW UP

As job descriptions change or new jobs are created, the EEO Officer will review the changes in order to maintain equal pay for equal work throughout the Department.

Section 2. Benefits

The Department of Highways does not control the medical, hospital, accident or life insurance, retirement and pension, or leave benefits available to Department employees. Benefits are established for all state employees by the State of Montana.

GOAL: To assure nondiscriminatory administration of benefits within the Department

<u>ACTION ITEMS</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. All medical, hospital, accident and life insurance, retirement and pensions and leave benefits will be reviewed to assure that within the Department these benefits are administered without discrimination. If benefits and benefit policies established by the State are found to be discriminatory in any aspect, appropriate agencies and/or officials will be notified and revisions requested.	Director Personnal Adminis. Admin. Centralized Services	July 1, 1977
2. All terms, conditions and privileges of employment within the Department will be reviewed and applied or made available to all employees without discrimination.	Personnel Adminis. EEO Officer	July 1, 1977
3. The Department will comply fully with the provisions of State law on maternity leave (Title 41, Chapter 26, RCM 1947). All employees will be informed of these provisions.	Personnel Adminis.	Ongoing

FOLLOW UP

The EEO Officer will certify that all benefits, terms, conditions and privileges of employment have been reviewed for compliance with EEO principles once the review is completed. All new employees will receive information on maternity leave provisions along with copies of the Policy Statement and Complaint Procedure.

Section 3. Job Performance Evaluation

Goal: To make evaluations solely on job performance and other specific job related criteria in a non-discriminatory manner. At present the agency does not have a formal evaluation system.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. To evaluate employee job performance based on supervisory observation.	Responsible Supervisor	Ongoing

FOLLOW UP

As a part of the semi-annual Affirmative Action Program Review and Title VI, The EEO Officer will review the evaluation procedure and recommend revisions, if necessary.

Section 4. Disciplinary Action and Termination

GOAL: To assure that all disciplinary actions, demotions and terminations are based solely on job-related, nondiscriminatory criteria. At present, the Department, through State Personnel, intends to adopt as personnel policy for Termination and Discipline pursuant to Title 59, Chapter 9, R.C.M. 1947.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Unsatisfactory job performance will be noted and discussed with an employee at least once; appropriate corrective action will be suggested and improvement requested before disciplinary action, demotion or termination occurs. The employee will be given a reasonable but definite period of time in which to improve job performance before disciplinary action, demotion, or termination occurs.	Responsible Supervisor Director of Highways Personnel Administrator	Ongoing
2. Disciplinary action, demotion, and termination decisions will be based solely on job-related criteria equally applicable to all employees in similar jobs.	Director of Highways Personnel Administrator	Ongoing

FOLLOW-UP

The EEO Officer will conduct exit interviews and maintain records to insure against discriminatory practices.

XI. CONTRACTS

Section 1. Collective Bargaining Agreements

GOAL: To assure that all collective bargaining agreements contain non-discriminatory clauses.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Require collective bargaining agreements with AFSME, MPEA, and the Crafts Council contain non-discrimination clauses.	Director of Highways Legal Council Civil Rights Officer	Ongoing

FOLLOW-UP

The EEO Officer will review each Collective Bargaining Agreement for inclusion of non-discrimination clause.

Section 2. Contractors, Subcontractors, Subgrantees

GOAL: To assure that all contractors, subgrantees, subcontractors, transfers, successors in interest, and other participants of Federal financial assistance will comply with all requirements imposed by or pursuant to State and Federal Laws and rules and regulations covering non-discrimination in contract activities and employment. Such as Executive Order 11246 as amended and Sections 64-316 to Section 64-330, R.C.M. 1947.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Establish a Civil Rights Office to monitor Title VI and Affirmative Action activities.	Director of Highways	ongoing
2. Develop EEO representatives within each Title VI Program to assure affirmative action.	Civil Rights Officer	ongoing
3. Establish reporting procedures pertinent to Title VI and affirmative action activities.	Director of Highways Civil Rights Officer	Ongoing
4. Establish an EEO Compliance Bureau to effectuate contractor compliance with Title VII of the Civil Rights Act.	Director of Highways Civil Rights Officer	ongoing

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
5. Conduct periodic EEO Compliance reviews with contractors to assure non-discrimination.	EEO Compliance Bureau Chief EEO Officer	Ongoing
6. Include non-discrimination clauses in all supportive service contracts, i.e.: training and counseling.	EEO Officer	Ongoing

XII. COMPLAINT PROCEDURE

See attachment to this item for the complete Discrimination Complaint Procedure.

XIII. RECORDS AND REPORTS

Section 1. Records and Reports

GOAL: To establish and implement a comprehensive auditing and evaluation procedure which will accurately measure the Department's progress in its Affirmative Action Program.

<u>ACTION ITEM</u>	<u>RESPONSIBLE OFFICIAL</u>	<u>TARGET DATE</u>
1. Accurate completion and submission of the Affirmative Action Plan and Semiannual Affirmative Action Status Reports to the Equal Employment Opportunity Bureau will be assured through participation in and final review of the Plan and the Semiannual Reports.	Director of Highways	Upon program approval, semiannually thereafter
2. An evaluation procedure will be established to review the Department's Affirmative Action Plan on a continuing and regular basis; directed toward results accomplished.	Civil Rights EEO Officer	Upon program approval, semiannually thereafter
3. The procedure will be designed to assure timely and accurate completion and submission of the Semiannual Affirmative Action Status Report. This Report will include a statistical report, qualified applicant flow data, promotion and transfer data, a training activity summary, termination data, a goals and timetable analysis and a progress report. Confidentiality will be assured through the use of cross-code lists. The Report will be public information.	Civil Rights EEO Officer	Upon program approval, semiannually thereafter
4. Records of all layoffs, demotions, and terminations will be kept for a period of at least two years. Such records will include the total number of employees terminated, names (cross-referenced with confidentiality numbers), salaries, dates, reason for action, sex, race, and job category. All Personnel files and records documenting personnel actions will be kept for a period of at least two years.	EEO Officer	Ongoing

DISCRIMINATION COMPLAINT PROCEDURES

FOR

THE DEPARTMENT OF HIGHWAYS

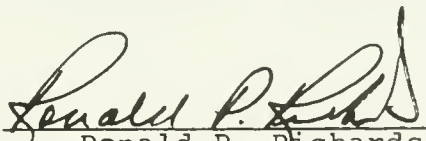
2-1-78

(additional copies of these
procedures are available
from the Department of
Highways Equal Employment
Opportunity Bureau)

The Department of Highways is committed to offering equal employment opportunities and to eliminate discrimination based upon race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status and sex. Furthermore, the Department of Highways is in agreement with state and federal efforts to bring about equal employment opportunities and is determined to uphold related legal requirements.

I charge all members of the Department of Highways with upholding and supporting these Complaint Procedures. It is an affirmative step for the Department to provide an immediate and fair method for the resolution of alleged complaints of discrimination. I personally am committed to the concepts and objectives outlined in the Complaint Procedures and pledge my full support to achieving a climate of equal employment opportunities for advancement of all departmental personnel.

Affixed, as of this date, February 1, 1978 , is the signature of the Director of Highways.



Ronald P. Richards
Director of Highways

STATEMENT OF AUTHORITY

These procedures are issued pursuant to Title VII of the Civil Rights Act of 1964, E.O. 11246 as amended in E.O. 11375 of 1972, the Age Discrimination Act of 1967, and State Executive Order 8-73.

DEFINITIONS FOR DISCRIMINATION COMPLAINT PROCEDURES

For the purpose of these procedures, the following definitions shall be used to more clearly explain the complaint process.

The term "department" means the Department of Highways.

The term "Affirmative Action" means the department's plan to actively and positively promote the full realization of equal employment opportunity and assure utilization of minorities and women.

The term "non-discrimination" means the fair treatment of applicants and employees in all aspects of personnel administration.

"Civil Rights Officer", he or she is appointed by the Director of Highways to administer an effective Civil Rights Program. This responsibility includes but is not limited to: complaint investigation and as an advocate to develop, implement, and periodically evaluate the department's affirmative action panel. This officer will receive and attempt through the EEO Counselor to resolve departmental complaints on an informal and confidential basis.

The term "EEO Counselor" is a person designated by the department who will attempt to resolve departmental complaints on an informal and confidential basis.

An "aggrieved person" is an employee or an applicant for employment alleging discrimination.

A "complainant" is an employee or an applicant for employment who files a written complaint with the department, the Equal Employment Opportunity Commission or the Federal Department of Labor, Division of Wage and Hours.

The term "departmental complaint" means a written statement filed with the Director of the department by an aggrieved person.

The term "formal complaint" means a written charge of discrimination filed with the Human Rights Division, Helena, Montana; Regional Equal Employment Opportunity Commission in Denver, Colorado; or a written charge of discrimination because of age filed with the Federal Department of Labor, Division of Wage and Hours in Washington, D.C.

The "respondent" is the Department of Highways or its representative as the party against whom the complaint is brought.

The "Conciliatory Panel" is a three member Panel consisting of one member, chosen by the complainant, one member chosen by the respondent and final member selected by the Panel members.

STATEMENT OF PURPOSE

The complaint procedure is based on the belief that all employees or applicants for employment should be treated in an equitable manner. This will contribute to a sound personnel management system based on merit principles and the implementation of non-discriminatory personnel practices as required by federal and state laws.

The purpose of these procedures is to:

- (1) Assure that any employee or applicant for employment shall be afforded an immediate and fair method for the resolution of discrimination complaints which may arise between the department and its employees.
- (2) Provide the opportunity for employees to informally and confidentially discuss individual problems outside of administrative channels.
- (3) Provide the EEO Counselor who will be responsible for counseling the aggrieved and assure the activities in this capacity will be free from interference, coercion, discrimination or reprisal.
- (4) Encourage employees to seek resolution of alleged complaints from within departmental guidelines.

SCOPE OF COMPLAINT PROCEDURES

These complaint procedures shall apply to all departmental employees and applicants for employment seeking resolution of alleged complaints of discrimination.

These procedures do not prevent an aggrieved person from making a charge of alleged discrimination with the Human Rights Division - Helena, Montana; Regional Equal Employment Opportunity Commission. In regard to age discrimination complaints, an aggrieved person may file directly with the Secretary of Labor, U. S. Department of Labor and Industry, Wage and Hours Division. The aggrieved person may also file a suit in the U. S. District Court of Appeals.

These procedures cover allegations of discrimination by an aggrieved person, the complainant, or a representative, a member of the Conciliatory Panel, or a witness in the proceedings as a result of their participation in these complaint procedures.

Allegations filed by a group of aggrieved persons reflecting a common complaint should be processed as a single complaint. Complaints of alleged discrimination shall be limited to employee, employees, or applicants with the Department of Highways.

Filing a Civil Rights Complaint of discrimination by an employee, employees or applicants connected with the Civil Rights Office or with Civil Rights Responsibilities

The first step of action can be directed to the EEO Officer, Civil Rights Officer or with the Director of Highways. If the aggrieved person feels hesitant to contact the preceding persons, then he or she may go directly to the Human Rights Division, Helena, Montana, or Regional Equal Employment Opportunity Commission in Denver, Colorado. In regard to age the person may file directly with the Secretary of Labor, U. S. Department of Labor and Industry, Wage and Hours Division. In either case the aggrieved person may also file suit in the U. S. District Court of Appeals.

Persons falling in the above category also have the right, if they choose, to first utilize the conciliatory panel.

PRE-COMPLAINT PROCESS AND COUNSELING PROCEDURES

Immediate Recourse

The aggrieved person should first discuss the problem directly with his or her immediate supervisor or the administrator of the division in which the alleged discrimination occurred. If the complainant is not satisfied he or she will then contact the EEO Officer. In cases of applicants for employment, the aggrieved person shall first consult with the EEO Officer.

Consultation with the EEO Officer

The EEO Officer shall inform the EEO Counselor of the complaint for the pre-complaint investigation and counseling within ten working days of the date the matter was brought to his or her attention. The EEO Counselor shall counsel and inform the aggrieved person of his or her rights and keep records of inquiries,*, and maintain confidentiality in the pre-complaint process.

*EEO Counselor must keep records of his or her counseling activities.

FILING OF A DEPARTMENTAL COMPLAINT

Written Form and Delivery

If there is no informal resolution of the alleged complaint, the EEO Counselor shall assist the aggrieved person in formulating the problem and in filing the written complaint.* Immediately upon the aggrieved person's final consultation with the EEO Counselor, a departmental complaint shall be submitted in written form to the Civil Rights Officer who will inform the Director of Highways. The counselor will submit his or her report to the Civil Rights Officer.

Representative

At any time during the complaint process, the complainant shall have the right to be accompanied, represented and advised by a person of his or her own choosing. If the representative is an employee of the department, that employee shall have a reasonable amount of departmental time to represent the complainant.

CONCILIATORY PANEL

Purpose

If no informal resolution of a departmental complaint is possible the complainant shall, within two (2) working days of the filing of a departmental complaint, request the establishment of a conciliatory panel.* The Conciliatory Panel shall: investigate all aspects of the complaint and determine if any discriminatory action occurred.

Decision of the Panel

The decision of the Conciliatory Panel shall be filed in writing by the Chairperson and with the Director of Highways not later than fifteen (15) full working days after the completion of the hearing. The decision shall be made in accordance with the Decision on Conciliatory Panel Hearing Report. The decision of the Conciliatory Panel shall be presented to the Director for acceptance, rejection or modification. Copies of the Director's decision shall be transmitted to the Civil Rights Officer, EEO Counselor, and the complainant. If the complainant is not satisfied with the decision of the panel and the determination of the Director, he or she shall in all cases have the right to appeal to the Equal Employment Opportunity Commission in matters of race, color, religion, sex, and national origin discrimination and to the Department of Labor in matters of age discrimination. The Civil Rights Officer shall provide information assistance to any aggrieved person in filing a complaint with the Human Rights Division, EEOC, or Department of Labor.

*See the Departmental Complaint Form attached.

Membership

The Conciliatory Panel shall be selected from those departmental employees below the rank of administrator and not from the immediate work unit.* No person involved in an earlier phase of the particular complaint may serve on the Conciliatory Panel.

The Civil Rights Officer shall provide the respondent and the complainant with a list of eight (8) prospective panel members within two (2) working days of the request for a Conciliatory Panel. The panel, composed of three (3) members, shall be chosen within the next two (2) working days in the following manner: One (1) member selected by the Director of Highways; and one (1) member by the complainant. The members chosen in this manner shall select the final Conciliatory Panel member.

The Conciliatory Panel shall then select its Panel Chairperson, set the time for the hearing, and make a determination not more than fifteen (15) working days after the selection of the Panel. Copies of the EEO Counselor records and the department complaint form shall be sent by the Civil Rights Officer to the Conciliatory Panel members.

CONDUCT OF THE CONCILIATORY PANEL HEARING

Attendance

The Conciliatory Panel shall prohibit attendance of persons not having a direct interest in the hearing.

Process

Statements clarifying the issue shall be presented at the beginning of the Panel hearing. Any exhibits received as evidence shall be marked and made part of the record. The complainant or their representatives shall have the opportunity to present their claims, proofs, and witnesses. This procedure may vary, but the Panel shall assure that parties and witnesses for presentation of any materials or relevant proofs are afforded full and equal opportunity.

Evidence and Closure of Conciliatory Panel

Additional evidence may be requested as the Panel deems necessary for an understanding and determination. The relevancy and materiality of the evidence shall be judged by the Conciliatory Panel. The Conciliatory Panel and the complainant, shall be in attendance when all evidence is presented. The panel shall be assured the cooperation of all officials and employees of the State Department of Highways and will be provided all relative records and documents upon request regarding the complaint.

*The unit means an immediate area where a person works that would cause a representative to have a biased opinion.

The Panel Chairperson shall specifically inquire of all parties whether they have any further proof to offer or witnesses to be heard. Upon receiving negative replies, the Chairperson shall declare the hearing closed. The hearing may be reopened by the Conciliatory Panel on its own motion or under application of a party for good cause shown at any time before a determination is made.

Time Limits

The Civil Rights Officer may extend any or all of the time periods established in this procedure. Failure by the aggrieved person to process a complaint within 180 days of the alleged complaint shall constitute termination of the complaint.

Cost Records

Counselor - shall keep track of his or her costs pertinent to each complaint.

Conciliatory Panel - the chairperson will keep track of all costs incurred by the panel members and witnesses of each complaint.

All costs will be presented to the EEO Officer who will record them in the specific files.

COMPLAINT FILE

The Civil Rights Officer shall establish and maintain a complaint file containing documents pertinent to each complaint. The complaint file shall not contain any documents that have not been made available to the complainant. The complaint file shall include as a minimum:

- (1) The record of pre-complaint inquiry.
- (2) A summary of pre-complaint counseling.
- (3) A copy of the departmental complaint.
- (4) Request of Conciliatory Panel Hearing.
- (5) Copy of the decision of the Conciliatory Panel.
- (6) Cost Records

DEPARTMENT OF HIGHWAYS

INTERNAL EMPLOYMENT DISCRIMINATION REPORT

NAME OF COMPLAINANT _____ CURRENT POSITION _____
MAILING ADDRESS _____ TELEPHONE _____
SEX _____ RACE/ETHNIC GROUP _____ AGE _____

1. SPECIFY BASIS OF DISCRIMINATION:

_____ RACE/COLOR GROUP	_____ MARITAL STATUS
_____ RELIGION	_____ RECEIPT OF PUBLIC ASSISTANCE
_____ NATIONAL ORIGIN	_____ POLITICAL BELIEFS
_____ AGE	_____ PHYSICAL HANDICAP
_____ EX-OFFENDER STATUS	_____ MENTAL HANDICAP
_____ OTHER _____	_____ SEX

2. SPECIFY AREA OF DISCRIMINATION:

_____ RECRUITMENT OR RECRUITMENT ADVERTISING
_____ SELECTION
_____ PROMOTION
_____ DEMOTION OR DISCIPLINARY ACTION
_____ TRANSFER
_____ TERMINATION OR LAYOFF
_____ RATES OF PAY OR OTHER FORMS OF COMPENSATION
_____ SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP AND/OR ON-
THE-JOB TRAINING
_____ OTHER _____

3. WAS AN INFORMAL COMPLAINT LODGED? _____
IF SO, ATTACH ANY RELEVANT DOCUMENTATION AND STATE BRIEFLY THE REASONS.

4. NAME, POSITION, SEX, AND RACE/ETHNIC GROUP (IF KNOWN) OF EMPLOYEE(S)
CHARGED WITH DISCRIMINATORY PRACTICE: _____

5. SPECIFY WAYS IN WHICH EACH ABOVE EMPLOYEE IS ALLEGED TO HAVE DISCRIMINATED:

COMPLAINANT'S SIGNATURE

DATE FILED

CIVIL RIGHTS OFFICER

DATE RECEIVED

TO INITIATE A FORMAL COMPLAINT OF DISCRIMINATION WITHIN THE DEPARTMENT, THIS FORM MUST BE FILED WITH THE CIVIL RIGHTS OFFICER WITHIN 30 WORKING DAYS AFTER THE INFORMAL COMPLAINT PROCESS IS COMPLETED. ANY FORM OF RETALIATION AGAINST AN EMPLOYEE FOR FILING A COMPLAINT IS ILLEGAL AND WILL NOT BE TOLERATED.

A P P E N D I X

Known minority percentage (both sexes) within the state of Montana is:

** Women	50.2%
Native American	5.6%
* All other minority grps.	1.7%

** Refer to Page 12 for individual breakdown

* A breakdown of minority groups:

Hispanic	-	1.1%
Black	-	0.3%
Asian Am.	-	0.2%
Other	-	0.04%

THOMAS L. JUDGE
GOVERNOR

STATE OF MONTANA
DEPARTMENT OF HIGHWAYS

HELENA, MONTANA 59601

H. J. ANDERSON
DIRECTOR OF HIGHWAYS

IN REPLY REFER TO

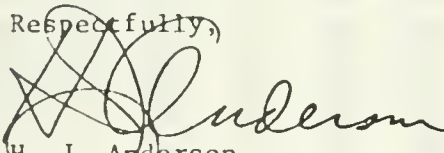
January 21, 1976

Mr. Tom Gleason
State EEO Office
Helena, Montana 59601

Dear Mr. Gleason:

Norman Brighton, Equal Employment Opportunity Specialist II for the Department of Highways' Personnel Office, is the man responsible for writing the Affirmative Action Plan.

Respectfully,



H. J. Anderson
Director of Highways



GEORGE VILANOVICH CHAIRMAN
HELENA

WM M. HEDDERLY CHAIRMAN
BLACK EAGLE

P. CONLEY
BUTTE

I. BACHLELLER
BILLINGS

BAXTER LARSON
WOLF POINT

Table 172. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970

[Data based on sample; see text. For meaning of symbols, see text.]

The State
Standard Metropolitan Statistical
Areas of 250,000 or More

THE STATE

Male, 18 years old and over

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force				Year last worked of experienced workers not in labor force		
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Total	166 776	164 137	300	1 601	166 393	170 683	30 048	15 643	6 149	10 259	35 143
Professional, technical, and kindred workers	70 171	19 774	57	179	20 076	14 643	6 040	1 364	172	418	1 956
Accountants	1 253	1 249	-	-	1 248	1 082	125	41	15	61	43
Architects	117	117	-	-	117	96	19	-	8	4	5
Computer specialists	193	193	-	-	193	164	19	10	-	6	4
Engineers	2 048	2 034	3	8	2 036	1 779	192	65	21	105	154
Aeronautical and astronautical engineers	829	818	-	-	817	723	66	28	10	67	74
Electrical and electronic engineers	447	447	-	-	447	382	60	5	-	19	26
Mechanical engineers	130	130	-	-	130	120	5	5	-	8	19
Other engineers	642	639	3	0	642	554	61	27	-	11	35
Lawyers and judges	811	811	-	7	811	713	68	30	-	13	9
Life and physical scientists (chemists)	773	767	6	6	773	685	51	37	6	18	75
Physicians, dentists, and related practitioners	1 566	1 544	6	20	1 560	1 295	244	21	27	63	18
Dentists	290	290	-	-	290	206	79	5	10	-	4
Pharmacists	786	786	-	-	786	716	10	5	10	33	5
Physicians, medical and osteopathic	665	655	20	20	659	538	109	12	-	19	5
Other related practitioners	325	313	6	-	325	275	46	4	7	11	4
Health technologists and technicians	243	237	7	7	243	199	11	33	6	-	19
Religious workers	994	989	-	19	978	902	29	37	-	52	31
Social scientists	146	135	6	-	146	123	23	-	-	8	6
Social and recreation workers	421	385	4	6	421	266	67	88	5	16	80
Teachers	5 080	4 999	17	58	5 048	2 578	2 064	456	22	75	276
College and university	1 505	1 456	17	29	1 493	678	653	162	9	14	107
Elementary and prekindergarten	1 124	1 108	-	6	1 119	557	467	100	4	29	76
Secondary	2 227	2 211	-	16	2 212	1 169	891	152	9	29	78
Engineering and science technicians	1 854	1 830	-	-	1 883	1 361	352	170	5	42	370
Draftsmen and surveyors	972	929	-	-	965	697	183	85	3	34	191
Electrical and electronic engineering technicians	258	258	-	-	252	238	10	4	-	-	10
Technicians, except health, engineering and science	572	572	-	6	572	496	58	18	-	19	45
Airplane pilots	135	135	-	-	135	125	10	-	-	4	25
Writers, artists, and entertainers	1 374	1 288	-	9	1 318	840	253	225	-	37	256
Other professional, technical, and kindred workers	2 734	2 629	15	33	2 729	2 111	455	163	58	93	548
Managers and administrators, except farm	20 435	20 305	11	149	20 315	17 958	1 686	471	695	1 036	1 981
Buyers, purchasing agents, and sales managers	1 763	1 752	-	-	1 750	1 618	94	38	74	65	133
School administrators	819	798	-	7	819	625	184	10	11	29	14
Specified managers and administrators, public administration	1 767	1 696	-	35	1 724	1 520	136	68	57	147	123
Other specified managers and administrators	3 459	3 431	2	22	3 438	2 948	362	128	132	210	178
Managers and administrators, n.e.c. salaried	8 007	7 943	-	57	7 987	7 240	592	155	105	358	342
Manufacturing	875	813	-	4	825	761	60	4	19	43	38
Wholesale and retail trade	3 666	3 647	-	21	3 662	3 361	263	38	18	104	130
Transportation, communications, and other public utilities	1 068	1 062	-	25	1 068	993	71	4	43	85	56
All other industries	2 448	2 421	-	7	2 432	2 125	198	109	35	126	118
Managers and administrators, n.e.c. self-employed	4 610	4 585	8	26	4 597	4 007	518	72	116	227	291
Construction	843	839	-	9	843	635	189	19	-	33	60
Manufacturing	355	355	-	-	355	273	71	11	6	5	13
Wholesale and retail trade	2 295	2 283	3	19	2 282	2 110	154	18	87	96	98
All other industries	1 117	1 108	5	-	1 117	989	104	24	22	93	120
Sales workers	9 274	9 154	-	54	9 064	7 431	1 137	514	140	369	701
Insurance agents, brokers, and underwriters	1 268	1 262	-	18	1 278	1 128	129	21	26	30	14
Real estate agents and brokers	453	453	-	8	448	382	47	19	9	26	29
Sales representatives, manufacturing industries	575	575	-	5	575	494	61	20	-	21	31
Sales representatives, wholesale trade	1 831	1 819	-	5	1 814	1 659	122	32	9	37	103
Sales clerks, retail trade	2 183	2 152	-	11	2 143	1 577	295	171	41	97	318
Salesmen, retail trade	1 451	1 445	-	-	1 435	1 158	177	100	35	38	59
Salesmen of services and construction	292	287	-	5	292	244	48	-	-	5	32
Other sales workers	1 151	1 141	-	6	1 099	789	158	152	30	36	125
Clerical and kindred workers	8 536	8 394	11	77	8 437	6 647	1 056	729	130	578	1 030
Bank tellers and cashiers	301	301	-	15	296	168	66	42	-	27	69
Bookkeepers and billing clerks	783	770	-	-	783	659	81	43	28	82	78
Mail handlers and postal clerks	1 566	1 555	-	7	1 557	1 400	98	59	33	77	122
Other clerical and kindred workers	5 886	5 868	11	55	5 796	4 400	811	585	169	364	761
Craftsmen and kindred workers	32 344	31 451	63	268	31 975	27 971	4 642	2 065	953	2 214	3 344
Apparel craftsmen and upholsterers	153	141	-	-	148	114	28	6	-	6	-
Bakers	236	233	3	8	236	221	5	10	9	16	9
Cabinetmakers	122	122	-	-	122	91	14	17	10	20	20
Construction craftsmen	10 340	9 923	52	74	10 198	5 660	3 375	963	290	960	1 570
Carpenters	3 512	3 351	7	27	3 467	1 874	1 440	403	157	383	659
Excavating, grading, and road machine operators	2 671	2 480	37	13	2 602	1 369	1 007	206	41	193	263
Electricians	1 369	1 346	4	10	1 344	1 111	183	50	14	76	77
Masons and tile setters	345	333	-	7	333	145	139	49	12	22	27
Painters, construction and maintenance, and paperhangers	680	668	-	4	667	283	283	102	10	119	317
Plasterers and cement finishers	212	202	4	7	212	51	132	29	11	50	66
Plumbers and pipe fitters	1 142	1 103	-	6	1 114	818	275	61	41	108	101
Other construction craftsmen	459	440	-	-	459	240	166	53	4	9	65
Farmers, n.e.c.	3 537	3 486	-	14	3 527	3 142	340	45	113	293	207
Manufacturing	1 080	1 058	-	7	1 080	1 004	71	5	40	129	88
Nonmanufacturing industries	2 457	2 428	-	7	2 447	2 138	269	40	73	164	119
Ironmen and truckmen, telephone and power	1 237	1 206	-	5	1 232	1 126	92	14	10	41	60
Locomotive engineers and firemen	726	721	-	-	726	620	93	13	39	56	35
Mechanics and repairmen	8 595	8 413	17	80	8 522	6 781	1 209	532	149	299	607
Air conditioning, heating, and refrigeration	190	190	-	-	190	142	25	22	-	9	19
Auto repair	117	117	-	-	117	100	12	5	-	10	23
Automotive, including body	3 781	3 731	12	57	3 760	3 952	567	241	62	94	186
Radio and television	479	479	-	-	475	368	89	17	-	15	64
Other mechanics and repairmen	4 028	3 896	5	23	3 980	3 218	516	246	87	171	315
Metal, wood, and other craftsmen	1 678	1 594	-	40	1 613	1 315	217	81	86	124	131
Mechanics and job and die setters	751	723	-	15	741	597	113	31	61	65	23
Sheetmetal workers and tin-smiths	300	300	-	-	295	233	33	29	9	5	16
Tool and die makers	21	21	-	-	21	16	5	-	-	-	6
Other metal craftsmen	556	550	-	25	556	469	66	21	18	54	86
Printing craftsmen	636	623	-	7	625	537	73	15	16	33	20
Compositors and typesetters	417	409	-	7	406	351	40	15	5	27	20
Pressmen and plate printers, printing	173	168	-	-	173	156	17	-	-	6	-
Stationary engineers and power station operators	1 164	1 164	-	11	1 159	981	139	39	57	131	84
Other craftsmen and kindred workers	3 991	3 823	11	29	3 867	2 683	857	227	172	337	823

Table 172. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970—Continued

[Data based on sample, see text For meaning of symbols, see text]

The State
Standard Metropolitan Statistical
Areas of 250,000 or More

THE STATE—Continued

Male, 16 years old and over—Continued

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force				Year last worked of experienced workers not in labor force		
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Operatives, except transport	18 105	15 537	24	197	15 798	9 978	3 843	1 975	272	977	2 243
Assemblers	171	148	—	6	171	114	39	18	—	70	38
Checkers, examiners, and inspectors, manufacturing	148	140	—	—	143	99	31	13	—	—	19
Garage workers and gas station attendants	2 215	2 150	15	18	2 087	1 097	414	576	32	72	493
Laundry and drycleaning operatives, n.e.c.	179	179	—	6	179	115	40	24	9	22	29
Meat cutters and butchers	943	913	—	15	943	727	158	58	—	66	81
Mine operatives, n.e.c.	1 827	1 785	—	16	1 797	1 124	535	138	107	257	245
Packers and wrappers, except produce	264	250	—	—	264	130	84	50	9	5	49
Painters, manufactured articles	90	90	—	14	90	66	13	11	4	—	16
Precision machine operatives	132	132	—	4	132	88	30	14	4	17	22
Sawyers	1 380	1 334	—	22	1 365	761	524	80	22	72	121
Stationary firemen	409	399	—	—	409	327	52	30	15	34	23
Textile operatives	31	14	—	—	31	11	9	11	—	—	6
Welders and flamecutters	1 184	1 141	9	7	1 179	757	333	89	4	38	157
Other metalworking operatives	874	832	—	28	863	617	142	104	30	46	90
Other specified operatives	2 718	2 621	—	18	2 655	1 543	778	334	29	150	406
Miscellaneous and not specified operatives	3 540	3 429	—	43	3 488	2 402	661	425	107	178	477
Occupation											
Machine operatives, miscellaneous specified	1 750	1 707	—	27	1 722	1 278	321	123	46	60	165
Machine operatives, not specified	326	326	—	—	326	234	38	54	13	25	35
Miscellaneous operatives	974	946	—	5	963	617	196	150	39	56	181
Not specified operatives	490	450	—	11	477	273	106	98	9	37	96
Industry											
Manufacturing	2 579	2 496	—	32	2 554	1 850	453	251	45	116	276
Durable goods	1 730	1 681	—	21	1 713	1 230	324	159	35	61	152
Wood products, including furniture	725	725	—	—	725	513	171	41	11	4	53
Primary metal industries	736	712	—	21	724	588	80	56	10	36	43
Fabricated metal industries	35	26	—	—	35	15	5	15	—	—	8
Machinery, including electrical	13	13	—	—	13	13	—	—	8	4	17
Motor vehicles and equipment	—	—	—	—	—	—	—	—	—	—	5
Transportation equipment, except motor vehicles	26	26	—	—	26	12	—	5	—	—	—
Other durable goods	195	179	—	—	190	89	59	42	6	17	26
Non-durable goods	842	808	—	11	834	613	129	92	10	55	124
Food and kindred products	408	400	—	—	404	289	64	51	5	39	69
Apparel and other fabricated textile products	11	5	—	—	11	—	—	11	—	—	—
Paper and allied products	98	93	—	11	98	72	26	—	—	—	20
Chemicals and allied products	38	38	—	—	38	26	6	6	5	—	4
Other non-durable goods	287	272	—	—	283	226	33	24	—	16	31
Not specified manufacturing industries	7	7	—	—	7	7	—	—	—	—	—
Nonmanufacturing industries	961	933	—	11	934	552	208	174	62	62	201
Transportation, communications, and other public utilities	237	232	—	6	237	178	39	20	37	24	51
Wholesale and retail trade	321	311	—	5	294	167	61	66	7	24	71
All other industries	403	390	—	—	403	207	108	88	18	14	79
Transport equipment operatives	9 914	9 474	10	74	9 835	6 594	2 434	787	327	298	1 078
Bus drivers	533	511	—	—	533	334	157	42	22	22	45
Taxicab drivers and chauffeurs	178	159	—	6	178	122	45	11	—	9	29
Truck drivers and deliverymen	7 050	6 917	6	50	6 989	4 561	1 836	592	138	214	818
Other transport equipment operatives	2 153	2 089	4	18	2 135	1 577	416	142	77	53	186
Laborers, except farm	12 450	11 845	20	244	12 047	6 094	3 285	2 548	315	957	4 434
Construction laborers	2 460	2 289	7	39	2 405	923	965	517	81	184	1 093
Freight, stock and material handlers	3 804	3 688	—	83	3 695	2 053	918	724	33	192	951
Other specified laborers	3 074	2 934	13	45	2 966	1 451	866	649	83	278	1 268
Miscellaneous and not specified laborers	3 112	2 934	—	79	3 001	1 667	636	698	118	303	1 142
Occupation											
Miscellaneous laborers	1 262	1 173	—	54	1 220	846	217	157	81	156	378
Not specified laborers	1 850	1 761	—	25	1 781	821	419	541	37	147	764
Industry											
Manufacturing	1 315	1 274	—	5	1 275	739	286	250	28	79	319
Durable goods	1 146	1 109	—	5	1 106	668	260	178	28	69	243
Wood products, including furniture	440	430	—	—	435	245	92	98	22	47	112
Metal industries	632	623	—	5	607	400	143	64	6	15	114
Machinery, including electrical	6	6	—	—	6	6	—	6	—	—	—
Transportation equipment	6	6	—	—	6	6	—	6	—	—	—
Other durable goods	62	44	—	—	52	23	19	10	—	7	17
Non-durable goods	169	165	—	—	169	71	26	22	—	10	76
Food and kindred products	109	105	—	—	109	39	19	51	—	6	44
Not specified manufacturing industries	—	—	—	—	—	—	—	—	—	—	—
Nonmanufacturing industries	1 797	1 660	—	74	1 726	928	350	448	90	224	823
Railroads and railway express service	730	686	—	58	714	527	129	58	56	112	218
Transportation, except railroads	65	65	—	—	59	18	18	23	—	4	27
Communications, and utilities and sanitary services	177	172	—	—	177	106	43	28	20	6	66
Wholesale and retail trade	386	357	—	4	377	146	66	165	6	49	130
All other industries	439	380	—	12	399	131	94	174	8	53	382
Farmers and farm managers	18 046	17 482	—	55	17 952	16 208	1 289	455	562	1 744	1 691
Farm laborers and farm foremen	9 219	8 491	4	109	9 023	4 866	2 026	2 129	332	776	4 561
Paid farm laborers and farm foremen	8 419	7 895	4	101	8 224	4 339	1 947	1 978	233	728	4 050
Unpaid family workers	800	796	—	8	759	527	81	151	—	48	511
Service workers, except private household	12 147	11 544	76	189	11 757	6 978	2 274	2 505	440	1 165	2 523
Cleaning service workers	4 380	4 121	39	88	4 254	2 414	887	923	184	424	967
Food service workers	3 132	3 005	31	59	3 009	1 389	642	978	94	333	777
Cooks, except private household	731	663	31	17	716	391	122	203	33	104	193
Busboys and dishwashers	751	741	—	21	698	131	154	411	10	31	300
Health service workers	453	423	—	7	426	225	116	85	15	36	85
Personal service workers	1 305	1 240	—	22	1 252	753	277	222	29	117	269
Protective service workers	2 230	2 117	6	13	2 219	1 773	275	171	93	204	211
Firemen, fire protection	340	335	—	—	340	297	43	—	5	11	33
Guards and watchmen	647	628	—	—	647	410	139	98	56	143	111
Police and detectives	896	817	—	8	885	758	70	57	18	31	43
Private household workers	47	71	—	—	81	14	14	51	—	21	22
Unemployed persons, last worked 1959 or earlier	28	21	—	—	—	—	—	—	—	—	—

¹Includes allocated cases not shown separately

²See text for explanation

Table 172. Occupation of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1969 and Experienced Workers Not in Labor Force by Sex: 1970—Continued

[Data based on sample; see text. For meaning of symbols, see text.]

State
Grand Metropolitan Statistical
Areas of 250,000 or More

THE STATE

	Total experienced civilian labor force	White	Negro	Persons of Spanish language	Weeks worked in 1969 of the experienced civilian labor force				Year last worked of experienced workers not in labor force		
					Total	50 to 52 weeks	27 to 49 weeks	1 to 26 weeks	1960-63	1964-68	1969-70
Female, 18 years old and over	90 886	88 393	167	772	84 760	43 336	31 851	19 793	8 880	33 323	33 314
Professional, technical, and kindred workers	15 790	15 398	18	127	15 035	8 950	6 134	3 951	1 973	9 950	4 143
Accountants	573	570	—	—	529	358	64	107	21	49	57
Computer statisticians	—	—	—	—	—	—	—	—	—	—	—
Librarians	475	471	—	—	469	215	185	89	4	73	67
Mathematical scientists	11	11	—	—	11	11	—	—	—	—	—
Life and physical scientists	44	44	—	—	38	27	6	5	12	11	18
Engineers, drafters, and therapists	3 180	3 178	4	47	3 102	1 900	711	491	251	640	819
Registered nurses, dietitians, and therapists	111	97	—	20	111	62	30	19	14	32	37
Registered nurses	2 074	2 036	4	20	2 002	1 267	628	407	237	591	751
Health technologists and technicians	631	626	—	—	617	398	140	79	65	100	88
Social scientists	40	40	—	—	46	19	15	12	—	15	8
Social and recreation workers	384	344	—	—	354	188	99	67	11	72	144
Teachers: college and university	451	450	7	8	436	260	216	132	15	34	99
Elementary and prekindergarten	5 419	5 327	5	26	5 218	1 194	3 043	981	414	1 125	1 500
Secondary	1 586	1 570	—	11	1 535	381	803	351	101	329	325
Other teachers	—	—	—	—	—	—	—	—	—	—	—
Engineering and science technicians	147	141	—	—	143	79	29	35	17	34	133
Technicians, except health and engineering and science	179	106	—	—	115	67	21	27	6	22	32
Writers, artists, and entertainers	587	572	—	—	551	201	170	160	21	90	244
Actors and dancers	—	—	—	—	—	—	—	—	—	—	—
Authors, editors, and reporters	147	137	—	—	135	54	29	52	15	27	52
Other professional, technical, and kindred workers	—	—	—	—	—	—	—	—	—	—	—
Managers and administrators, except farm	4 881	4 629	4	33	4 732	2 704	828	600	374	1 608	977
Buyers, purchasing agents, and sales managers	400	400	—	—	383	318	40	25	28	89	44
Restaurant, cafeteria, and bar managers	595	590	—	—	565	410	98	57	37	147	134
School administrators	190	186	4	—	185	87	77	21	29	25	21
Other specified managers and administrators	1 355	1 317	—	13	1 333	1 053	165	115	124	259	329
Managers and administrators, n.e.c., salaried	1 224	1 213	—	14	1 194	958	130	106	97	293	231
Wholesale and retail trade	—	—	—	—	—	—	—	—	—	—	—
Managers and administrators, n.e.c., self-employed	1 097	1 093	—	—	1 072	880	116	76	59	195	218
Wholesale and retail trade	557	553	—	—	548	451	47	50	50	85	118
Sales workers	7 012	6 960	9	43	6 502	3 507	1 436	1 559	855	2 411	3 156
Demonstrators, hawksters, and peddlers	703	696	—	20	577	241	163	173	20	181	386
Insurance, real estate agents, and brokers	300	300	—	—	285	202	29	44	23	67	60
Sales clerks, retail trade	4 973	4 941	5	42	4 686	2 390	1 038	1 848	675	1 848	2 112
Salesmen, retail trade	237	237	—	—	205	102	58	45	34	90	94
Other sales workers	799	786	4	—	747	372	138	237	103	247	484
Clerical and kindred workers	29 688	27 936	50	133	26 973	16 035	5 406	5 534	3 189	8 343	8 597
Bank tellers	703	703	—	2	687	492	118	77	73	167	159
Bookkeepers	5 472	5 363	13	42	5 222	3 657	811	754	589	975	1 165
Cashiers	2 051	2 017	6	5	1 945	1 090	422	433	194	531	806
Counter clerks, except food	643	639	—	—	609	312	171	126	76	112	199
Enumerators and interviewers	436	436	—	—	445	31	45	169	37	65	153
File clerks	382	348	—	7	331	153	105	73	43	107	180
Office machine operators	731	727	—	—	703	418	181	104	91	171	199
Bookkeeping and billing machine operators	151	146	—	—	138	88	76	24	15	69	43
Typing operators	473	473	—	—	412	233	109	70	61	84	79
Payroll and timekeeping clerks	116	111	—	—	110	87	14	28	8	28	28
Secretaries	943	924	—	—	879	453	223	14	64	231	375
Stenographers	879	857	—	3	872	481	111	80	122	173	139
Telephone operators	1 081	1 068	—	—	1 046	729	165	142	213	387	211
Typists	1 836	1 691	—	18	1 696	802	456	438	252	447	627
Other clerical and kindred workers	7 047	6 847	19	53	6 492	3 491	1 375	1 636	708	1 537	2 826
Craftsman and kindred workers	933	897	7	7	901	493	206	202	78	338	434
Foremen, n.e.c.	86	81	—	—	81	46	28	7	15	29	10
Operatives, except transport	3 093	2 972	6	34	2 818	1 554	713	479	404	1 383	1 596
Assemblers	52	75	—	—	40	16	13	11	25	49	76
Bottling and canning operatives	—	—	—	—	—	—	—	—	—	—	—
Checkers, examiners, and inspectors, manufacturing	38	33	—	—	38	15	19	4	25	24	21
Dressmakers and seamstresses, except factory	295	291	—	—	261	135	66	60	27	106	85
Laundry and drycleaning operatives, including ironers	964	940	—	26	929	573	202	154	80	305	318
Graders and sorters, manufacturing	39	39	—	—	39	14	5	20	5	33	27
Packers and wrappers, except produce	365	340	—	—	346	214	83	51	50	187	208
Smelters and blenders	282	244	8	—	263	125	80	48	18	99	109
Textile operatives	10	4	—	—	10	6	—	—	—	—	—
Other specified operatives	556	539	—	—	524	253	102	169	67	347	359
Miscellaneous and not specified operatives	492	472	—	—	456	203	145	108	90	227	373
Manufacturing	242	235	—	—	229	103	88	38	50	123	213
Durable goods	142	142	—	—	129	60	63	8	18	82	129
Machinery, including electrical	—	—	—	—	—	—	—	—	—	—	—
Other durable goods	142	142	—	—	129	60	63	8	11	77	113
Non-durable goods, including not specified manufacturing	100	93	—	—	100	43	25	32	32	41	84
Food and kindred products	54	54	—	—	54	24	11	19	17	11	63
Apparel and other fabricated textile products	4	—	—	—	4	—	—	—	—	—	—
Nonmanufacturing industries	250	237	—	—	227	100	57	70	40	104	160
Transport equipment operatives	333	376	—	—	343	144	127	44	4	83	222
Laborers, except farm	1 049	1 038	—	37	931	418	277	280	131	371	513
Farmers and farm managers	849	838	4	8	836	702	53	83	32	79	199
Farm laborers and farm foremen	1 160	1 194	8	5	1 144	640	132	341	64	349	993
Red farm laborers and farm foremen	574	534	—	5	511	168	58	285	33	199	577
Unpaid family workers	686	660	—	—	633	512	65	56	31	50	415
Service workers, except private household	33 849	32 784	54	290	31 644	9 374	5 899	6 351	3 490	2 312	18 321
Cleaning service workers	3 473	3 369	15	74	3 147	1 372	789	976	357	1 191	1 434
Chambermaids and maids	1 323	1 293	3	48	1 175	435	345	295	190	602	654
Food service workers	11 833	11 260	24	133	10 746	4 042	3 729	3 475	1 392	2 850	5 586
Cooks, except private household	2 627	3 473	8	46	3 463	1 515	1 229	719	320	1 048	1 221
Waiters and food counter workers	5 469	5 319	4	43	4 936	1 560	1 371	2 005	801	2 052	3 233
Hotel and rooming house workers	4 142	3 876	10	50	3 907	2 163	861	883	293	1 123	1 481
Hotel and rooming house attendants	2 813	2 705	5	50	2 637	1 315	657	655	229	833	1 149
Hotel and rooming house maids	771	745	3	8	748	545	110	93	65	153	182
Personal service workers	2 813	2 715	6	18	2 585	1 174	740	671	147	697	879
Hairdressers and cosmetologists	1 308	1 293	—	10	1 217	669	336	212	65	313	296
Private household workers	3 197	2 869	11	33	3 187	763	679	1 539	279	943	1 896
Private household workers, living in	132	—	—	—	117	75	35	7	—	5	8
Private household workers, living out	3 065	2 869	11	33	3 070	688	644	1 532	272	938	1 888
Unemployed persons, last worked 1959 or earlier	743	539	—	—	—	—	—	—	—	—	—

Includes protective service workers and allocated cases not shown separately.

See text for explanation.

Native American Statistics obtained from the Data User's Service of the Bureau of the Census, U.S. Department of Commerce. These statistics were directly compiled by the Data User's Service from the 1970 Census.

		Native American	Native American
<u>Code</u>	<u>Occupation</u>	<u>Male</u>	<u>Female</u>
<u>Professional, Technical, and Kindred Workers:</u>			
001	Accountants	4	3
002	Architects		
003	Computer Programmers		
004	Computer Systems Analysts		
005	Computer Specialists, N.E.C.		
011	Civil Engineers	17	
012	Electrical and Electronic Engineers		
013	Industrial Engineers		
014	Mechanical Engineers		
015	Metallurgical and Materials Engineers		
031	Lawyers		
032	Librarians	5	4
033	Archivists and Curators		
045	Chemists		
055	Operations and Systems Researchers and Analysts		
056	Personnel and Labor Relations Workers	5	8
075	Registered Nurses	4	28
091	Economists	10	
096	Social Scientists, N.E.C.		
141	Adult Education Teachers		5

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
152	Draftsmen	20	
153	Electrical and Electronic Engineering Technicians		
162	Engineering and Science Technicians, N.E.C.	14	6
173	Technicians, N.E.C.		
184	Editors and Reporters		
190	Painters and Sculptors	5	5
191	Photographers		
192	Public Relations Men and Publicity Writers	14	
<u>Managers and Administrators, Except Farm:</u>			
202	Bank Officers and Financial Managers	6	
216	Managers and Superintendents, Building		
225	Purchasing Agents and Buyers, N.E.C.		
233	Sales Managers, Except Retail Trade	5	
245	Managers and Administrators, N.E.C.	64	5
<u>Sales Workers:</u>			
270	Real Estate Agents and Brokers		
<u>Clerical and Kindred Workers:</u>			
301	Bank Tellers		
305	Bookkeepers	13	41
315	Dispatchers and Starters, Vehicle	6	

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
321	Estimators and Investigators, N.E.C.	15	12
325	File Clerks		34
330	Library Attendants and Assistants	6	5
332	Mail Handlers, except post office	6	
333	Messengers and Office Boys		
343	Computer and Peripheral Equipment Operators		
344	Duplicating Machine Operators		4
345	Key punch Operators		
355	Office Machine Operators, N.E.C.		
360	Payroll and Timekeeping Clerks	4	5
363	Real Estate Appraisers	8	
372	Secretaries, N.E.C.	5	217
374	Shipping and Receiving Clerks	10	
376	Stenographers		36
381	Stock Clerks and Storekeepers	38	
385	Telephone Operators		14
391	Typists	6	170
394	Miscellaneous Clerical Workers	37	8
395	Not Specified Clerical Workers	32	63
<u>Craftsmen and Kindred Workers:</u>			
405	Bookbinders		
410	Brickmasons and Stonemasons	12	
413	Cabinetmakers		

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
415	Carpenters	171	10
424	Cranemen, Derrickmen, and Hoistmen	23	
430	Electricians	21	
436	Excavating, Grading, and Road Machine Operators	78	
452	Inspectors, N.E.C.	10	
461	Machinists	37	
470	Air Conditioning, Heating, and Refrigeration		
473	Automobile Mechanics	36	
481	Heavy Equipment Mechanics, Including Diesel	55	
484	Office Machine		
592	Miscellaneous Mechanics and Repairmen	65	25
510	Painters Construction and Maintenance	12	
520	Plasterers		
522	Plumbers and Pipefitters	43	
530	Pressmen and Plate Printers, Printing	5	
534	Roofers and Slaters	10	
535	Sheetmetal Workers and Tinsmiths		
545	Stationary Engineers		
552	Telephone Installers and Repairmen	10	
<u>Operatives, Except Transport:</u>			
610	Checkers, Examiners, and Inspectors, Manufacturing	8	5
612	Cutting Operatives, N.E.C.	4	
623	Garage Workers and Gas Station Attendants	50	4

Code	Occupation	Native American	Native American
		Male	Female
642	Oilers and Greasers, Exc. Auto	7	
643	Packers and Wrappers, Except meat and produce	14	25
645	Photographic Process Workers		
680	Welders and Flame Cutters	34	
690	Machine Operatives, Miscellaneous Specified	39	4
692	Machine Operatives, Not Specified		
694	Miscellaneous Operatives	28	12
706	Fork Lift and Tow Motor Operatives	18	
715	Truck Drivers	90	
755	Gardeners and Groundskeepers, Exc. Farm	13	4
770	Warehousemen, N.E.C.	4	
780	Miscellaneous Laborers	93	
<u>Service Workers, Except Private Household:</u>			
902	Cleaners and Charwomen	22	40
903	Janitors and Sextons	205	22
922	Health Aides, Exc. Nursing	9	26
943	Elevator Operators		
961	Firemen, Fire Protection	5	
962	Guards and Watchmen	24	
964	Policemen and Detectives	85	
<u>All Other Occupations:</u>			
999	All Other Occupations	2553	1521

- 9.50 Maternity Leave. Maternity Leave is provided to allow a reasonable ~~Leave of Absence~~ for a pregnancy including prenatal care, childbirth, postnatal care, miscarriage, and abortion.
- 9.51. Eligibility. Any female employee is eligible to take Maternity Leave.
- 9.52 Length of Maternity Leave. The employee on Maternity Leave is expected to return to work at the earliest practical date following a period of treatment, rest, and recuperation. The length of absence shall be determined by the employee's physician. However, a physician's certificate shall be required for all absences in excess of ninety (90) calendar days for childbirth, and thirty (30) calendar days for a miscarriage or abortion.
- 9.53 Leave May be With or Without Pay. Dependent upon the employee's length of service and accumulated leave, Maternity Leave may be Leave With Pay or Leave Without Pay. An employee who has worked less than ninety (90) calendar days must take a Leave of Absence without pay. A woman who has accumulated leave benefits may cover the period of absence through the use of Sick Leave, Annual Leave, Leave of Absence, or an approved combination thereof. All rules governing the earning of Annual and Sick Leave and Service credits shall apply to employees on Maternity Leave (see 9.04, 9.05, 9.28, 9.30)
- 9.54 Restoration to Position. Upon termination of the Maternity Leave, the employee shall be restored to employment in her former position or one of comparable duties, grade and salary. If the employee does not return to duty on the first work day following the termination of the leave, she shall be considered to be Absent Without Leave and subject to the provisions of paragraph 9.99.
- 9.55 Procedure For Maternity Leave Due to Childbirth. The employee concerned shall forward a memorandum request attached to a properly completed Form 10, Leave Request, in triplicate, through her supervisor and appropriate organizational channels to the Personnel Administrator. The memorandum shall be initiated in sufficient time to assure receipt by the Personnel Administrator no later than thirty days prior to the beginning of the leave.
- a. A memorandum requesting Maternity Leave shall indicate:
 - (1) Anticipated delivery date.
 - (2) Length of leave in calendar days.
 - (3) Employee's intent to return to work at the end of the approved leave.
 - (4) The employee's understanding that if these conditions are not met, she will not be eligible for continued employment.
 - b. Leave shall begin no less than thirty (30) days prior to the delivery date unless the employee's physician states in writing

that the employee could remain on the job for a longer period of time at no risk to her health.

- c. Upon expiration of the leave, the employee will present a medical certificate from the attending physician indicating her fitness for continued performance of assigned duties.

APPENDIX 4

MONTANA RECRUITMENT SOURCES

- Section 1. Employment Service Offices and WIN Centers
- Section 2. Vo-Tech Centers
- Section 3. Colleges and Junior Colleges
- Section 4. College Affiliated Groups
- Section 5. Urban Indian Alliances
- Section 6. Indian Reservations
- Section 7. Other Recruitment Sources
- Section 8. Local Minority Groups
- Section 9. Local Women's Groups
- Section 10. Daily Newspapers
- Section 11. Weekly Newspapers
- Section 12. Weekly Newspapers - On or Adjacent to Reservations

SECTION 1

LOCAL EMPLOYMENT SERVICE OFFICES

Ramie VanSteeland, Manager
Anaconda Employment Service
416 East Park
Anaconda, Montana 59711
Phone: 563-3444

Clarence Nybo, Director
Billings Employment Service
624 North 24th Street
Billings, Montana 59101
Phone: 248-7371

Jack Boston, Director
Bozeman Employment Service
234 East Main
Bozeman, Montana 59715
Phone: 586-5455

Jack Sullivan, Director
Butte Employment Service
206 West Granite
Butte, Montana 59701
Phone: 792-0417

Don Crail, Director
Cut Bank Employment Service
513 East Main Street
Cut Bank, Montana 59427
Phone: 873-2191

Paul Stahl, Director
Dillon Employment Service
126 South Montana
Dillon, Montana 59725
Phone: 683-5501

Roy Hagen, Director
Glasgow Employment Service
238 Second Avenue South
Glasgow, Montana 59230
Phone: 228-9369

Alvin Fisher, Director
Glendive Employment Service
211 South Kendrick
Glendive, Montana 59330
Phone: 365-3314

Bill Cady, Director
Great Falls Employment Service
1018 7th Street South
Great Falls, Montana 59405
Phone: 761-1731

SECTION 1 (continued)

LOCAL EMPLOYMENT SERVICE OFFICES

William Lubke, Director
Hamilton Employment Service
33 Main Street
Hamilton, Montana 59840
Phone: 363-1822

Ken Stevens, Director
Havre Employment Service
416 First Street
Havre, Montana 59501
Phone: 265-4366

SECTION 1

WIN CENTERS

Butte WIN-CEP Center
Idaho and Mercury Street
Butte, Montana 59701

Cut Bank WIN Center
Box 837
Browning, Montana 59417

Glasgow WIN Center
Glasgow AFB
Box 4696
Glasgow, Montana 59231

Helena WIN-CEP Center
529 North Warren
Helena, Montana 59601

Kalispell WIN Center
37 1st Street West
Kalispell, Montana 59901

Billings WIN Center
2807 Montana Avenue
Billings, Montana 59101

Native American Native American

<u>Code</u>	<u>Occupation</u>	<u>Male</u>	<u>Female</u>
415	Carpenters	171	10
424	Cranemen, Derrickmen, and Hoistmen	23	
430	Electricians	21	
436	Excavating, Grading, and Road Machine Operators	78	
452	Inspectors, N.E.C.	10	
461	Machinists	37	
470	Air Conditioning, Heating, and Refrigeration		
473	Automobile Mechanics	36	
481	Heavy Equipment Mechanics, Including Diesel	55	
484	Office Machine		
592	Miscellaneous Mechanics and Repairmen	65	25
510	Painters Construction and Maintenance	12	
520	Plasterers		
522	Plumbers and Pipefitters	43	
530	Pressmen and Plate Printers, Printing	5	
534	Roofers and Slaters	10	
535	Sheetmetal Workers and Tinsmiths		
545	Stationary Engineers		
552	Telephone Installers and Repairmen	10	
<u>Operatives, Except Transport:</u>			
610	Checkers, Examiners, and Inspectors, Manufacturing	8	5
612	Cutting Operatives, N.E.C.	4	
623	Garage Workers and Gas Station Attendants	50	4

<u>Code</u>	<u>Occupation</u>	Native American	Native American
		Male	Female
642	Oilers and Greasers, Exc. Auto	7	
643	Packers and Wrappers, Except meat and produce	14	25
645	Photographic Process Workers		
680	Welders and Flame Cutters	34	
690	Machine Operatives, Miscellaneous Specified	39	4
692	Machine Operatives, Not Specified		
694	Miscellaneous Operatives	28	12
706	Fork Lift and Tow Motor Operatives	18	
715	Truck Drivers	90	
755	Gardeners and Groundskeepers, Exc. Farm	13	4
770	Warehousemen, N.E.C.	4	
780	Miscellaneous Laborers	93	
<u>Service Workers, Except Private Household:</u>			
902	Cleaners and Charwomen	22	40
903	Janitors and Sextons	205	22
922	Health Aides, Exc. Nursing	9	26
943	Elevator Operators		
961	Firemen, Fire Protection	5	
962	Guards and Watchmen	24	
964	Policemen and Detectives	85	
<u>All Other Occupations:</u>			
999	All Other Occupations	2553	1521

- 9.50 Maternity Leave. Maternity Leave is provided to allow a reasonable ~~Leave of Absence~~ for a pregnancy including prenatal care, childbirth, postnatal care, miscarriage, and abortion.
- 9.51. Eligibility. Any female employee is eligible to take Maternity Leave.
- 9.52 Length of Maternity Leave. The employee on Maternity Leave is expected to return to work at the earliest practical date following a period of treatment, rest, and recuperation. The length of absence shall be determined by the employee's physician. However, a physician's certificate shall be required for all absences in excess of ninety (90) calendar days for childbirth, and thirty (30) calendar days for a miscarriage or abortion.
- 9.53 Leave May be With or Without Pay. Dependent upon the employee's length of service and accumulated leave, Maternity Leave may be Leave With Pay or Leave Without Pay. An employee who has worked less than ninety (90) calendar days must take a Leave of Absence without pay. A woman who has accumulated leave benefits may cover the period of absence through the use of Sick Leave, Annual Leave, Leave of Absence, or an approved combination thereof. All rules governing the earning of Annual and Sick Leave and Service credits shall apply to employees on Maternity Leave (see 9.04, 9.05, 9.28, 9.30)
- 9.54 Restoration to Position. Upon termination of the Maternity Leave, the employee shall be restored to employment in her former position or one of comparable duties, grade and salary. If the employee does not return to duty on the first work day following the termination of the leave, she shall be considered to be Absent Without Leave and subject to the provisions of paragraph 9.99.
- 9.55 Procedure For Maternity Leave Due to Childbirth. The employee concerned shall forward a memorandum request attached to a properly completed Form 10, Leave Request, in triplicate, through her supervisor and appropriate organizational channels to the Personnel Administrator. The memorandum shall be initiated in sufficient time to assure receipt by the Personnel Administrator no later than thirty days prior to the beginning of the leave.
- a. A memorandum requesting Maternity Leave shall indicate:
 - (1) Anticipated delivery date.
 - (2) Length of leave in calendar days.
 - (3) Employee's intent to return to work at the end of the approved leave.
 - (4) The employee's understanding that if these conditions are not met, she will not be eligible for continued employment.
 - b. Leave shall begin no less than thirty (30) days prior to the delivery date unless the employee's physician states in writing

that the employee could remain on the job for a longer period of time at no risk to her health.

- c. Upon expiration of the leave, the employee will present a medical certificate from the attending physician indicating her fitness for continued performance of assigned duties.

APPENDIX 4

MONTANA RECRUITMENT SOURCES

- Section 1. Employment Service Offices and WIN Centers
- Section 2. Vo-Tech Centers
- Section 3. Colleges and Junior Colleges
- Section 4. College Affiliated Groups
- Section 5. Urban Indian Alliances
- Section 6. Indian Reservations
- Section 7. Other Recruitment Sources
- Section 8. Local Minority Groups
- Section 9. Local Women's Groups
- Section 10. Daily Newspapers
- Section 11. Weekly Newspapers
- Section 12. Weekly Newspapers - On or Adjacent to Reservations

SECTION 1

LOCAL EMPLOYMENT SERVICE OFFICES

Ramie VanSteeland, Manager
Anaconda Employment Service
416 East Park
Anaconda, Montana 59711
Phone: 563-3444

Clarence Nybo, Director
Billings Employment Service
624 North 24th Street
Billings, Montana 59101
Phone: 248-7371

Jack Boston, Director
Bozeman Employment Service
234 East Main
Bozeman, Montana 59715
Phone: 586-5455

Jack Sullivan, Director
Butte Employment Service
206 West Granite
Butte, Montana 59701
Phone: 792-0417

Don Crail, Director
Cut Bank Employment Service
513 East Main Street
Cut Bank, Montana 59427
Phone: 873-2191

Paul Stahl, Director
Dillon Employment Service
126 South Montana
Dillon, Montana 59725
Phone: 683-5501

Roy Hagen, Director
Glasgow Employment Service
238 Second Avenue South
Glasgow, Montana 59230
Phone: 228-9369

Alvin Fisher, Director
Glendive Employment Service
211 South Kendrick
Glendive, Montana 59330
Phone: 365-3314

Bill Cady, Director
Great Falls Employment Service
1018 7th Street South
Great Falls, Montana 59405
Phone: 761-1731

SECTION 1 (continued)

LOCAL EMPLOYMENT SERVICE OFFICES

William Lubke, Director
Hamilton Employment Service
33 Main Street
Hamilton, Montana 59840
Phone: 363-1822

Ken Stevens, Director
Havre Employment Service
416 First Street
Havre, Montana 59501
Phone: 265-4366

SECTION 1

WIN CENTERS

Butte WIN-CEP Center
Idaho and Mercury Street
Butte, Montana 59701

Cut Bank WIN Center
Box 837
Browning, Montana 59417

Glasgow WIN Center
Glasgow AFB
Box 4696
Glasgow, Montana 59231

Helena WIN-CEP Center
529 North Warren
Helena, Montana 59601

Kalispell WIN Center
37 1st Street West
Kalispell, Montana 59901

Billings WIN Center
2807 Montana Avenue
Billings, Montana 59101

SECTION 2

VOCATIONAL-TECHNICAL CENTERS

Billings Vo-Tech Center
Glenn Burgess, Director
3615 Montana Avenue
Billings, Montana 59102
Phone: 248-7741

Butte Vo-Tech Center
Dr. Joseph Sicotte, Director
404 South Wyoming
Butte, Montana 59701
Phone: 792-4256

Great Falls Vo-Tech Center
James Carey, Director
1015 1st Avenue North
Great Falls, Montana 59401
Phone: 761-5800

Helena Vo-Tech Center
William Korizek, Director
1115 Roberts Street
Helena, Montana 59401
Phone: 442-0060

Missoula Technical Center
T. E. Downey, Director
909 South Avenue West
Missoula, Montana 59801
Phone: 728-2400

SECTION 3

COLLEGES AND JUNIOR COLLEGES

Keith Clawson
Placement Officer
Northern Montana College
Havre, Montana 59501
Phone: 265-7821 Ext. 263

Mike Gallagher
Director of Teacher Placement
Rocky Mountain College
Billings, Montana 59101
Phone: 245-6151 Ext. 203

C. Thomas Messick, Director
Career Placement
Montana State University
Bozeman, Montana 59715
Phone: 994-4353

Victor Signori
Director of Placement
Eastern Montana College
Billings, Montana 59101
Phone: 657-2366

Dr. Don Hjelmseth
Career Planning and Placement
Room 8, Main Hall
Missoula, Montana 59801
Phone: 243-2022

Virgil Alme
Director of Placement
Western Montana College
Dillon, Montana 59725
Phone: 683-7011

Paul Fasting
Counseling and Placement
Dawson Community College
Glendive, Montana 59330
Phone: 365-3396

Victor Beneventi
Director of Placement
Carroll College
Helena, Montana 59601
Phone: 442-3450

Jane Burnham
Women's Resource Center
University Center
University of Montana
Missoula, Montana 59801
Phone: 243-4153

Flathead Valley Community College
15 First Street East
Kalispell, Montana 59901
Phone: 755-5222

Sister Carol Ann Richlie
College of Great Falls
1301 20th Street
Great Falls, Montana 59401
Phone: 761-8210

Mr. Vernon R. Kailey, President
Miles City Community College
2715 Dickenson
Miles City, Montana 59301
Phone: 232-3031

Gus Stoltz
Placement Director
Montana College of Mineral Sciences
and Technology
Butte, Montana 59701
Phone: 792-8321

SECTION 4

COLLEGE AFFILIATED GROUPS

Ms. Jane Burnham
Women's Resource Center
University Center
University of Montana
Missoula, Montana 59801
Phone: 243-4153

Ms. Henrietta V. Whiteman, Director
Native American Studies
University of Montana
Missoula, Montana 59801
Phone: 243-5831

Afro-American Studies
University of Montana
Missoula, Montana 59801
Phone: 243-2651

Ms. Scottie Giebink
Focus on Women
Montana State University
Bozeman, Montana 59715
Phone: 994-3381

Robert Peregoy
Native American Studies
Montana State University
Bozeman, Montana 59715
Phone: 994-3881

Robert Conley
Coordinator of Indian Culture
Native American Studies
Eastern Montana College
Billings, Montana 657-2011
657-2011

SECTION 5

URBAN INDIAN ALLIANCES

Trinka Michalson, Director
Anaconda Indian Alliance
524 East Park
Anaconda, Montana 59711
Phone: 563-3450

Director
Billings American Indian Council
23 South 27th
Billings, Montana 59101
Phone: 252-5821

Vera Garmann, Director
Montana North American Indian Alliance
12 East Galena
Butte, Montana 59701
Phone: 723-4361

James Contway, Director
Hi-Line Indian Alliance
327 Main Street
Havre, Montana 59501
Phone: 265-7827

Leo Pocha, Director
Helena Indian Alliance
436 North Jackson
Helena, Montana 59601
Phone: 442-9334

Mary Kendall, Director
Great Falls Indian Education Center
710 Central Avenue
Great Falls, Montana 59401
Phone: 761-3165

Sherry Stadler, Director
Qua Qui Corporation
508 Toole Avenue
Missoula, Montana 59801
Phone: 728-0340

Ernie Bighorn, Director
Indian Development and Educational
Alliance
504 Main
Miles City, Montana 59301
Phone: 232-6112

SECTION 6

INDIAN RESERVATIONS

Rocky Boy Reservation
John Windy Boy, Chairperson
Business Committee of Chippewa-Cree Tribe
Rocky Boy Route
Box Elder, Montana 59521
Phone: 395-2404

Flathead Reservation
Harold Mitchell Jr., Chairperson
Confederated Salish and Kootenai Tribe
Flathead Reservation
Dixon, Montana 59831
Phone: 246-3595

Blackfeet Reservation
Earl Old Person, Chairperson
Blackfeet Tribal Business Council
Browning, Montana 59417
Phone: 338-5311

Crow Reservation
Pat Stands, Chairperson
Crow Tribal Council
P.O. Box 170
Crow Agency, Montana 59022
Phone: 638-2671

Fort Belknap Reservation
Jack Plumage, President
Fort Belknap Community Council
Fort Belknap Agency
Harlem, Montana 59526
Phone: 353-2258

Northern Cheyenne
Allen Rowland, President
Northern Cheyenne Tribal Council
P.O. Box 153
Lame Deer, Montana 59043
Phone: 477-6240

Fort Peck Reservation
Norman Hollow, Chairperson
Fort Peck Executive Board
Assiniboine and Sioux Tribes of
the Fort Peck Indian Reservation
P.O. Box 1027
Poplar, Montana 59255
Phone: 768-3759

SECTION 7

OTHER RECRUITMENT SOURCES

John Ault
Social Services Director
Montana State Prison
Box 7
Deer Lodge, Montana 59722

Steve Goldstein, Coordinator
Montana State Low-Income Organization
436 North Jackson
Helena, Montana 59601

Mountain Plains Education Project
600 North Cooke
Helena, Montana 59601

Rocky Mountain Development Council
Box 721
Helena, Montana 59601

Lee Topash
Human Resources Development Institute
AFL-CIO
P.O. Box 1176
Helena, Montana 59601

Montana Association for Retarded Citizens
Aage Hanson, Executive Director
P.O. Box 625
Helena, Montana 59601

Lee Topash
Board of Directors
North American Indian Leagus
Montana State Prison
Box 1176
Helena, Montana 59601

Leonard Smith, Director
Native American Talent Bank
Department of Community Affiars
Capitol Station
Helena, Montana 59601

Fred Barrett, Administrator
Employment Security Division
Employment Security Building
Helena, Montana 59601

SECTION 7

OTHER RECRUITMENT SOURCES (continued)

Gordon Fillinger
State Teacher Placement Officer
Employment Security Division
Employment Security Building
Helena, Montana 59601

Patricia Clark
Career Education Coordinator
National Cooperative for Career Education
School of Education
University of Montana
Missoula, Montana 59801
Phone: 243-5262

SECTION 8

LOCAL MINORITY GROUPS

Yellowstone Ethnic and Low-Income Coalition
Rev. Robert Freeman
34 Adams
Billings, Montana 59101

Bert Babby
Federal Women's Program
Coordinator of Indian
Health Service
2409 Dahlia Lane
Billings, Montana 59101

Mr. Zane Strang
Bureau of Indian Affairs
Employment Assistance Spec.
316 North 26th Street
Billings, Montana 59101

Billings American Indian Council
c/o Ms. Edith Weisanen
Northern Plains Craft Shop
2822 First Avenue North
Billings, Montana 59101

Latinos Club
c/o Mr. Ralph Gallardo
701 South 33rd Street
Billings, Montana 59101

Mr. James Gonzales, President
Montana Mexican Concilio
Box 2031
Billings, Montana 59101

Montana Migrant Council
c/o Rev. A. R. Vialpando
514 South 37th Street
Billings, Montana 59101

People's Betterment League
c/o Ms. Bonnie Hoven
13 Prince Albert
Billings, Montana 59101

Welfare Rights Organization
c/o Ms. Somkid Yampradit
305 South 35th Street
Billings, Montana 59101

SECTION 8

LOCAL MINORITY GROUPS (continued)

Therese Hanway, Project Director
Pride in Heritage Program
2825 Farragut
A-201
Butte, Montana 59701

Karen Fenton, Director
Human Resources Development Program
Confederated Salish-Kootenai Tribes
Dixon, Montana 59831

Mary Kendall
Opportunities Inc.
601-11th Street North
Great Falls, Montana 59401

Jesse James, President
Association of Montana Native
American Counselors
1808 Seventh Avenue North
Great Falls, Montana 59401

Merle Lucas
Coordinator of Indian Affairs
Department of Intergovernmental Relations
1424 9th Avenue
Helena, Montana 59601

George Henkel, Executive Director
Montana United Indian Association
P.O. Box 786
Helena, Montana 59601

Tom Vander Veiden
Bureau of Indian Affairs
Helena Employment Assistance Office
638 Logan
Helena, Montana 59601

See Also: College Affiliated Groups
Urban Indian Alliances
Local Women and Groups

SECTION 9

LOCAL WOMEN'S GROUPS

Joan Duncan
Room 2
Power Block, South Annex
Helena, Montana 59601

Women's Resource Center
University Center
University of Montana
Missoula, Montana 59801

Scottie Giebink
Focus on Women
Montana State University
Bozeman, Montana 59715

See Also: College Affiliated Groups

Local Minority Groups

SECTION 10

DAILY NEWSPAPERS

Billings Gazette
401 North Broadway
Billings, Montana 59101

Bozeman Daily Chronicle
32 North Rouse
Bozeman, Montana 59715

City Editor
Montana Standard
P.O. Box 627
Butte, Montana 59701

The Tribune Examiner
22 South Montana
Dillon, Montana 59725

Great Falls Tribune
121 Fourth Street North
Great Falls, Montana 59401

Daily Ravalli Republican
232 Main
Hamilton, Montana 59840

Havre Daily News
119 Second
Havre, Montana 59501

Independent Record
P.O. Box 557
Helena, Montana 59601

Daily Inter Lake
Kalispell, Montana 59901

Livingston Enterprise
Livingston, Montana 59047

Miles City Star
Miles City, Montana 59301

The Missoulian
502 North Higgins
Missoula, Montana 59801

SECTION 11

WEEKLY NEWSPAPERS

Shelby Promoter
119 Maple Avenue
Shelby, Montana 59474

Shelby Times
154 Main
Shelby, Montana 59474

Anaconda Leader
121 Main Street
Anaconda, Montana 59711

Mountaineer
Big Sandy, Montana 59520

Billings Times
2919 Montana Avenue
Billings, Montana 59101

Reserv Agent
Northern Cheyenne
Montana State University
Bozeman, Montana 59715

Hungry Horse News
Columbia Falls, Montana 59912

Chinook Opinion
Chinook, Montana 59523

The Spray
916 Montana
Valier, Montana 59486

Whitefish Pilot
Whitefish, Montana 59937

Ranger Review
Glendive, Montana 59330

Montana Catholic Register
P.O. Box 1399
Great Falls, Montana 59403

The News
Kalispell, Montana 59901

Rocky Mountain Informer
Kalispell, Montana 59901

Phillips County News
Malta, Montana 59538

WEEKLY NEWSPAPERS ON OR ADJACENT TO RESERVATIONS

Anchimowin
Rocky Boy Reservation
Box Elder, Montana 59521

Blackfoot Journal
Browning, Montana 59417

Glacier Reporter
Browning, Montana 59417

Western Breeze
Cut Bank, Montana 59427

Cut Bank Pioneer Press
Cut Bank, Montana 59427

Charkoosta
Flathead Reservation
Dixon, Montana 59831

Glasgow Courier
Glasgow, Montana 59330

Hardin Herald
406 North Center
Hardin, Montana 59034

Camp Crier
Fort Belknap
Harlem, Montana 59526

Harlem News
26 Central Avenue East
Harlem, Montana 59526

Hi Line Herald
426 First
Havre, Montana 59501

Milk River Free Press
P.O. Box 1730
Havre, Montana 59501

A'Thorne
Northern Cheyenne
Lame Deer, Montana 59043

Flathead Courier
Polson, Montana 59860

Ronan Pioneer
Ronan, Montana 59864

Mission Valley News
St. Ignatius, Montana 59865

Herald News
Wolf Point, Montana 59201



